



SAINT BARNABAS
saintbarnabas.org

Seeking: Director of Operations & Finance, Saint Barnabas, Scottsdale, AZ

Who We Are: Saint Barnabas is a vibrant, growing, Episcopal community of Jesus-followers who love and serve the world in God's name. Our congregation is committed to making disciples and we nurture those disciples by way of meaningful worship, a deep contemplative prayer life, an enthusiastic community, beautiful music, and robust formation offerings for all ages. In non-Covid times, our Average Sunday Attendance is about 500 per week, and our annual budget (funded primarily by pledges from our members) is approximately \$2 million. Our staff team is generous, hard-working, committed to the mission, and have a strong sense of self and sense of humor.

Who You Are: You are a highly motivated individual who thrives in a fast-paced environment while caring deeply about the accuracy of the details. You will play an essential role in ensuring the effective execution of the systems and processes of the church which help bring the Rector and Vestry's vision to fruition. The successful person in this position will be a person of faith with spiritual maturity and leadership skills, an effective team player who creates a culture of excellence, and is one who actively delegates to others while modeling a strong service orientation. If you are highly administrative, desire to work in a relational work environment, and are passionate about people loving and serving Jesus, we hope to speak to you.

Reporting Relationships: This is a key leadership position that reports directly to the Rector, serving as the chief of staff for all activities and functional responsibilities outside of ministry. Clergy and Program Directors report to the Rector as well. Reporting to the DOF are the Administrative Support Team, comprised of the Rector's Administrative Assistant, Parish Secretary, Bookkeeper and Facilities Manager. Other part-time employees report to their direct supervisor while working in coordination and communication with the DOF position.

The nature of managing a church operation requires a high level of empathy and healthy boundaries in dealing with others, and a Christ-inspired view of the world. The culture of Saint Barnabas is centered around creating an environment where "All Are Welcome" and it depends on a collaborative leadership approach that maximizes inclusiveness and consensus. The DOF must model these characteristics within the operation as they ensure healthy and secure functioning of all human, operational, systems, financial, and facilities resources of the parish. The cultural fit with Saint Barnabas is a critical element for success.



Primary Duties & Responsibilities

(a more detailed list available upon request)

Finance (30%)

- Ensure that proper controls exist and are followed in the handling and safekeeping of all church finances.
- Develop annual budget and monitor expenses.
- Collaborate with the Church Treasurer (volunteer position) in administration of all aspects of church finance.

Leadership (30%)

- Serve as a resource to all programs and ministries within the church.
- Ensure Saint Barnabas maintains compliance with the canons of the Episcopal church, bylaws of the corporation, and applicable federal or state regulations.
- Participate as member and resource on parish committees including Vestry, Buildings and Grounds, Stewardship, and Finance.

Property (20%)

- Oversee the use, maintenance, and upkeep of the 10-acre campus: buildings, grounds, and parking lots.
- Oversee all safety and security protocols and ensure compliance with national, state, and local regulations.
- Manage vendors.

Administration (10%)

- Lead the administrative staff team.
- Administer Human Resources for all employees.
- Oversee office equipment and purchasing.
- Ensure highest security and technology safeguards are in place.

Qualifications & Experience

- At least 5 years of experience managing an organization with comparable complexity and dynamics as Saint Barnabas.
- Strong understanding and prior oversight of accounting functions is mandatory.
- Prior direct responsibility for facilities management is required, with emphasis on maintenance and buildings utilization such as an office manager role.
- Prior experience managing an employee staff and outside contractors.
- Evidence of ability to administer policies and procedures and supervise/mentor members of the team.
- Prior experience utilizing Church Management Software (CMS) or other enterprise software is preferred. Saint Barnabas uses ACS Software.
- Must have, or immediately obtain after employment, an Arizona Department of Safety fingerprint card.
- Must have intermediate computer skills in Microsoft Office products, such as Outlook, Excel and Word.
- Bachelor's degree or higher, or qualified training in a related field preferred.

Compensation

The DOF position comes with an attractive package that includes:

- a. Salary range which starts at \$70K
- b. Benefits including Health/Life/Disability Insurance
- c. Retirement Benefit through Church Pension Group

To Apply

Please send resume and cover letter to HavenConsultingAZ@gmail.com by 5:00pm on February 26, 2021. Preference will be given to local candidates; however, we seek the best possible fit and a small relocation stipend is available.