

# **Bon Air Baptist Church**

*Proclaiming the Grace of God – Growing followers of Christ*

## **Job Description: Operations Director**

FLSA Status: Full Time, Exempt

**Immediate Supervisor:** Lead Pastor

**Location:** On-Site 2531 Buford Road, N. Chesterfield, VA

**Principal Function:** The Operations Director is responsible for planning, implementing, and overseeing church operations according to the strategic leadership of the Lead Pastor and key member teams. In addition, this position is responsible for providing leadership to and supervision of staff within these operational areas to achieve the church's mission and values.

### **Responsibilities:**

#### **General:**

- Oversee the business administration of the church including:
  - Communications
  - Facilities
  - Food Services
  - Human Resources
  - Media
  - Office personnel, including shared oversight of the Administrative Coordinator
- Support the Lead Pastor in execution of the church strategic plan and ensure that measurable goals are defined for all employees that align with this plan.
- Lead, coach, and assess staff to ensure the business areas of the church support the church's mission.
- Work closely with member led teams to oversee management of respective areas and area budgets.
- Implement processes to optimize operational capabilities and manage resources effectively.
- Review, create, and implement policies and procedures to ensure effective operation of the church.
- Work closely with volunteers in business areas to support the overall mission of the church.

#### **Specific:**

- Oversee and manage Communications area to align with BABC vision, branding, and strategy.
- Hire, manage, and oversee Facilities area including building maintenance and security.
- Hire, contract, and manage third party vendors for building maintenance.
- Oversee Food Services area and ensure volunteer team meets the food requirements of the church including Wednesday night dinners/special events.
- Oversee HR administration including recruiting, policies/procedures, benefits, coaching/development, and assessment of employees. Ensure that performance evaluations align with the mission of the church. Work with the Lead Pastor/Personnel Team/HR strategic plan and budgetary guidelines.
- Oversee and manage the Media area to align with BABC vision, branding, strategy.
- Manage Office area and personnel to meet the church's needs. Make building closure decisions with the Lead Pastor's approval.
- Oversight of IT vendors as required.

**Qualifications:**

- Strategic and innovative thinker.
- Excellent organizational skills including project management, delegation, and management of multiple business areas.
- Strong communication and planning skills.
- Experienced team player and strong willingness to support and facilitate the execution of the church mission by coordinating with all areas of the church.
- Experience in leading teams and developing people.
- Experience in managing buildings, grounds, and vendors.
- Proficiency in overseeing purchase decisions and evaluating contracts.

**Requirements:**

- Bachelor's degree
- 5+ years of relevant management and operations experience, church experience preferred
- Church Administrator Certification is a plus
- Proficiency in Microsoft Office Suite, Outlook
- Ability to pass background, reference, and credit checks
- Passion for using operational and management skills to further God's glory and the church community

Email resumes to  
Sharon McCauley, HR Generalist, at [jobs@bonairbaptist.org](mailto:jobs@bonairbaptist.org)

**Benefits Package:**

Medical, Dental, Life/AD&D insurance, STD/LTD monthly premiums for FT employees are paid for by the church, optional vision available. Eligible for vacation, holidays, sick pay and 403b retirement matching plan.