



# RIDGEWAYCHURCH

LOVING GOD • LOVING PEOPLE

## Executive Director

### Position Summary:

The Executive Director should have at least 3 years of church management, and is responsible for the direction and coordination of multiple business office operations including finance, buildings and grounds, information technology, and HR functions such as employee compensation and benefits, on-boarding, and off-boarding. The Executive Director works with the Lead Pastor and ministry leads in planning and delivering programs and services to achieve the church's mission "*Loving God, Loving People.*" In addition, the Executive Director collaborates with lay leadership, attends monthly Executive Board meetings, and serves on the Finance Committee. The role requires a spiritually mature, experienced individual who has the knowledge required to oversee various functions of the church including financial management, human resources, information technology, and project management. The successful candidate will rely on initiative, experience, and judgment to plan and accomplish goals and is committed to maintaining strict confidentiality of privileged information.

This position reports to the Lead Pastor, supervises direct reports on facilities staff, and works closely with the administrative staff.

### Key responsibilities:

#### Finance:

1. Primary overseer of budget and expenditures; works with the Treasurer in full financial oversight of RAC and RNSK.
2. Serve as central purchasing agent for office supplies and equipment. For large purchases, perform price comparisons, secure bids, prepare proposals and provide recommendations
3. Work with bookkeeper to maintain accurate financial records.
4. Prepare monthly financial reports for leadership including operating income statement, fund status summary, and reports narrative.
5. Initiate annual budget preparation. Track budget with staff and ministry leaders throughout the year.
6. Ensure insurance plans are updated, in effect, and in compliance.
7. Maintain banking relations and ensure banking operations are working smoothly.
8. Oversee giving communications along with annual donor statements
9. Facilitate internal and external audits.



# RIDGEWAYCHURCH

LOVING GOD • LOVING PEOPLE

## Human Resources:

1. Serve in an HR Administrative capacity for recruiting, hiring, training, and terminations.
2. Maintain personnel files and current job descriptions for all staff members. Conduct employee reviews twice a year.
3. Maintain and implement personnel policies and procedures
4. Manage and implement all benefits packages such as health insurance and retirement plans.
5. Manage office schedules and approve time off such as vacation, sick days; hold staff accountable for their time through creating reporting systems
6. Ensure compliance with tax law, ACA COBRA, etc.

## Facilities:

1. Responsible for the daily maintenance of all church property in good condition; authorize necessary repairs; implement software management system.
2. Direct facility maintenance personnel regarding maintenance and security of building and grounds.
3. Work with the Lead Pastor, Exec Board, Treasurer and other appropriate personnel for any extraordinary maintenance required and make recommendations for action to be taken.
4. Responsible to supervise hired contractors to assure the job is being done in a safe, timely, wise, and fiscally prudent manner.
5. Oversee the use of church facilities to ministries and hold ownership of the church's master calendar.
6. Keep abreast of all laws and regulations affecting church property.
7. Monitor energy consumption patterns and forecast budgeting needs. Seek cost reduction opportunities for energy consumption and maintenance needs.

## Risk Management:

1. Oversee safety and security concerns and develop risk management strategies.
2. Compile and maintain church policy and procedures documents. Advise staff on policy implementation.
3. Provide legal, compliance, and zoning support for all activities and church property.

## Communication and IT:

1. Oversee production of weekly bulletins, emails, flyers, brochures, inserts, etc.
2. Oversee the information services and technical needs of the church and staff

## Serves on:

1. Executive Board
2. Ridgeway Nursery School Board



# RIDGEWAYCHURCH

LOVING GOD • LOVING PEOPLE

**Qualifications:**

- A strong faith background and enthusiastic alignment with the church's mission "*Loving God, Loving People*"
- At least 3 years of experience in areas of key responsibilities listed above
- An organized, diligent, collaborative, flexible and service-driven work ethic
- Strong written and verbal communication skills
- Accounting knowledge and proficiency in Excel and other needed software programs

**Contact:**

If interested in this position, please email your resume and cover letter to [info@ridgewaychurch.com](mailto:info@ridgewaychurch.com). Your cover letter should include a brief summary of why you feel called to this opportunity to serve and why you would be a good candidate for the role.