



**Position Title:** Director of Operations

**Position:** Exempt - 40 hours per week (FT)

**Compensation Range:** \$68,000 - 78,000 plus a very generous Benefits Package (Medical, Dental, Vision, Paid Time Off and more.)

**About the Organization:** Idlewild Presbyterian Church is a vibrant and growing community of faith in the heart of Midtown Memphis. For over 130 years, Idlewild has been an influential voice of mainline Christianity in Memphis and an open and affirming member of the largest Presbyterian denomination, the PC(USA). Two pastors, twelve full-time, and six part-time staff members support the Formation, Administration, Worship, Outreach, Fellowship and Recreation Ministries of Idlewild along with her 1,150 members.

**About the Position:** The Director of Operations will provide administrative leadership for church programs and resources. Reporting to the Pastor and Head of Staff, this position provides day-to-day management for church operations. The Director of Operations integrates program and operational needs for church life while supervising four full-time and two part-time employees in supporting the mission of Idlewild

**Essential Job Functions:**

- Member of Administrative Program Staff.
- Staff Liaison to the following committees: Budget and Finance, House & Properties, Use of Facilities, Technology, Committee on Sanctuary, Administrative Leadership Team, and Session.
- Supervises finance (1FT), kitchen (1FT), custodial (1FT, 1PT), and maintenance (1FT, 1PT) employees.
- Oversees operations of the kitchen, custodial, maintenance, and finance staff.
- Internal liaison for human resources in coordination with human resource contractor (presently Adams Keegan).
- Provides expertise in operations and human resources (in coordination with Adams Keegan).
- Works closely with the Pastor and Head of Staff, Personnel Committee, and human resource contractor to ensure proper oversight of human resource policies and programs, including employee manuals, job descriptions, annual reviews, pay scales, benefits, guidelines, and corrective actions.

- Ensures the preparation, filing, and maintenance of requisite human resources records.
- Oversees insurance needs for personnel and property.
- Negotiates and manages appropriate recording, collecting, and maintenance of all church property records, contracts, and license agreements.
- Serves as liaison to the Board of Pensions - the entity that provides benefits through the Benefits Plan of the PC(USA).
- Serves as liaison to operational vendors.
- Serves as the lead for special projects as delegated from the Pastor and Head of Staff, Personnel Committee, or Session as assigned.
- Attends committee meetings, Session meetings, or any additional assignments.
- Facilities Management including being the project manager for improvement projects, point of contact (POC) for proposals/bids, alarm response, police, security, and
- Database administrator ( Quickbooks, Monday, Google Workspace, Speco(Cameras), Keri(door locks), Efficenter(payroll/AK), BOP etc)
- Accounting Duties. Although there are no direct accounting duties, there needs to be a clear overall understanding of the following accounting items including monthly reporting, data entry, budgeting, reconciling, banking, payroll, 403(b) transfers, and any additional accounting as needed.
  - Serves as liaison to Watkins Uberall which oversees most financial operations
- Other duties as assigned.

#### **Qualifications:**

- Faith in Jesus Christ.
- Bachelor's degree preferred.
- Minimum 5 years senior management experience in business or nonprofit administration; church administration a plus.
- Human resource experience with a history of employee supervision.
- Self-motivated with the ability to participate effectively in a team environment and work well with a variety of stakeholders.
- Ability to maintain professionalism and confidentiality.
- Strong accounting and computer skills.
- Outstanding communication, interpersonal, and negotiation skills.
- A team player with excellent leadership skills.
- Excellent organizational skills and keen attention to detail.
- Must be willing to work flexible hours occasionally.
- Availability for evening meetings on weeknights.

To apply email your resume and three references to [hiringcommittee@idlewildchurch.org](mailto:hiringcommittee@idlewildchurch.org) All employees must be able to pass a criminal background check.