



16610 Brooks Loop | P.O. Box 774587 | Eagle River, Alaska 99577 | 907.694.7741 | acfak.org

DIRECTOR OF OPERATIONS – CURRENT JOB DESCRIPTION

The main role of the Director of Operations is to oversee the day-to-day operations of ACF Church. The person in this position works directly with the Lead Pastor and Staff Pastor to support the ministries of ACF Church and its staff. This is a position with many different facets.

Skills required:

- Servant minded leader with excellent team building skills.
- Comfortable in a "helper" role as well as a "leader" role in church ministry situations.
- Impeccable organizational skills.
- Able to create, set, and meet deadlines.
- A "Foreman" of sorts. Able to rally the troops, mobilize people and cast vision.
- Skilled in the business and financial dealings of church ministry and comfortable with both financial limitations as well as steps of faith.
- Understands and can apply legal compliance (HR, Donors, non-profit, accounting practices, etc.) to help church move forward with its calling.
- Able to deal with people graciously and directly.
- Finds a certain satisfaction in the "numbers" and "metrics" of church to help gauge health and viability of ministries.
- Willing to present information to the church and comfortable with public speaking.
- A person in good standing with the community.
- See business connections outside the church as an opportunity to demonstrate the hands and feet of Jesus.

Major responsibilities:

- Financial CFO
 - Budget owner: develops and tracks annual operating budget
 - Financial accounts oversight and spending authority
 - Tax, Labor, Legal oversight to ensure compliance
 - Financial planning beyond operating budget
 - Works directly with bookkeeper to grow and maintain accounting systems including accounts payable, credit cards, payroll, etc
 - Financial liaison to Executive Leadership Team and Lead Team (aka Board of Directors)
 - Responsible for donor system management
 - Contract signer and owner of all contracts >\$5,000 value
- Executive Leadership Team member (Lead Pastor, Staff Pastor, Director of Operations)
 - Provide leadership and decision-making perspective for ACF staff and church business.
- Facility Oversight
 - Supervises Facility Director who is responsible for day-to-day upkeep, repairs, maintenance, and general use of the property.
 - Project management of all construction projects
 - Works with Lead Pastor to develop plans and fund-raising for expansion and major remodels.
- Human Resources
 - Assists Staff Pastor in the hiring of new staff.
 - Onboards new staff, adding them to necessary systems and providing resources.
 - Owner of BambooHR system, the cloud-based system tracking employee records.
 - Manage employee benefits (403b plan, etc) and compensation guidelines.
 - Works with ELT to develop policies with written documentation.
- Miscellaneous
 - Manages memorial/funeral services.
 - Responsible for application of ACF benevolence program, known as CARE.