



TRINITY PRESBYTERIAN CHURCH

Director of Operations

Reports To	Pastor / Head of Staff
Status	Full-Time, Exempt
Supervises	Facilities Technician, part-time Communications position, and front-desk/administrative staff;
Partners With	Treasurer, Finance Committee, church schools,

Position Summary

The Director of Operations provides leadership and oversight for the operational, administrative, and financial life of Trinity Presbyterian Church. Working closely with the Pastor/Head of Staff, the Director helps create and direct the systems, relationships, and organizational structure that allow Trinity's staff and ministries to flourish.

Trinity is currently celebrating its 75th Anniversary, and the church is entering an exciting season of growth, change, and possibility as it advances a new master plan for its campus and future ministry. Our campus is home to the congregation, two schools, community partners, facility renters, and a growing number of ministries and activities. The Director of Operations will play a key role in helping Trinity navigate this season of change, steward an increasingly active campus, and strengthen the systems needed to support its future.

We are looking for someone who enjoys helping people and making organizations work well; someone who sees what needs to be done, embraces new opportunities, and works collaboratively toward practical solutions. The successful candidate will be dynamic, organized, relational, and dependable, bringing a gracious and adaptable "can-do" spirit to the daily life of the church. They should be comfortable working across diverse stakeholder groups, building trust, fostering collaboration, and helping create alignment in a dynamic and evolving environment.

Primary Responsibilities

Leadership and Staff Oversight

- Work closely with the Pastor/Head of Staff to provide leadership for the operational life of the church and translate Trinity's priorities into effective systems and action.
- Supervise the Facilities Technician, part-time Communications position, and front-desk/administrative staff, providing clear expectations, coordination, and accountability.
- Coordinate operational needs across the staff and support personnel administration, including onboarding, benefits coordination, records, and church policies.
- Help foster a healthy staff culture marked by collaboration, hospitality, accountability, flexibility, and mutual support.

Financial and Business Administration

- Manage Trinity's day-to-day financial administration, including bookkeeping, accounts payable and receivable, deposits, reconciliations, payroll, and financial records.

- Ensure that invoices, deposits, contributions, reimbursements, payroll information, employee changes, employee benefits, and other financial documentation are processed accurately and on schedule.
- Maintain appropriate financial controls and ensure required reports, filings, insurance renewals, audits or reviews, and other deadlines are completed.

Facilities and Campus Operations

- Provide overall leadership for the operation, maintenance, safety, scheduling, and effective use of Trinity's buildings and campus, in partnership with the Buildings & Grounds committee.
- Supervise facilities staff to coordinate maintenance, repairs, inspections, contractors, vendors, and significant facility projects.
- Oversee campus safety, security, emergency preparedness, technology, and risk management, working with outside providers as needed.
- Provide oversight of facility rentals and outside users, with most day-to-day responsibilities handled by part-time administrative staff.
- Maintain strong relationships with on-campus schools and campus partners, coordinating shared spaces, facilities, calendars, and communication.

Administration and Communications

- Develop and maintain effective procedures and workflows that help staff and ministries work together efficiently.
- Supervise the part-time Communications position and help ensure that Trinity's website, weekly communications, social media, printed materials, signage, and calendars are timely, accurate, and welcoming.

Qualifications and Characteristics

Required Qualifications

- Demonstrated experience in operations, administration, nonprofit management, business management, facilities, project management, education, hospitality, or a related field.
- Strong organizational and project management skills, with the ability to manage multiple priorities in a dynamic environment.
- Excellent interpersonal communication skills, with the ability to work collaboratively, build trust, and foster alignment.
- Demonstrated integrity and sound judgment, with the ability to maintain confidentiality in personnel, financial, pastoral, and other sensitive matters.
- Accounting and Bookkeeping experience.
- Comfort with technology and administrative systems.

Preferred Qualifications

- Experience supervising staff and coordinating the work of others.
- Associate or bachelor's degree in business, nonprofit management, organizational leadership, finance, facilities management, or a related field.
- Five or more years of progressively responsible experience in operations, administration, business management, nonprofit leadership, facilities, or a related field.
- Experience in a church, school, nonprofit, multi-use campus, or other mission-driven environment.

Compensation and Benefits

This is a full-time, exempt position with an annual salary range of \$60,000–\$70,000 commensurate with experience and qualifications.

Trinity Presbyterian Church provides a comprehensive benefits package, including generous health benefits. The complete benefits package and leave policies are outlined in the Trinity Presbyterian Church Employee Handbook and can be provided to candidates during the interview process.

To Apply

Email info@trinitypreschurch.org

Trinity Presbyterian Church is an Equal Opportunity Employer.