



Job Description

Director of Operations

About

Redeemer Community Church began in 2008 as a church plant out of Colonial Baptist, now Shepherd's Church, in Cary, NC. A small group of families living in Fuquay-Varina was committed to reaching their community with a message of hope through the gospel so they to set out to see what God would do. His faithfulness has been evident since. From the beginning, Redeemer has valued the Gospel, Community, and Mission. These values infuse all parts of our ministry and positions within it.

Aim

To advance the gospel and support Redeemer's community and mission by overseeing the logistical and operational aspects of our ministry.

Responsibilities

The Director of Operations oversees Redeemer's building, grounds, and technology, manages projects and events as assigned, and assists in providing financial and other reporting.

Goals

1. To implement the vision of the Elders for the faithful stewardship of Redeemer's property and resources.
2. To increase the effectiveness and consistency of Redeemer's use of technology to support gospel ministry.
3. To support decision-making by providing reporting to ministry leaders.
4. To work with the staff and volunteers to ensure smooth coordination of events and projects.

Building Management

- Oversee the maintenance and upkeep of all church facilities, ensuring a safe and welcoming environment.
- Manage vendor contracts and/or volunteer teams for services such as cleaning, landscaping, security, and HVAC maintenance.
- Ensure compliance with local building codes, safety regulations, and insurance requirements.
- Develop and implement preventative maintenance schedules and emergency response plans.
- Ensure needed repairs are completed quickly and with excellence.

IT & Technology

- Manage the church's IT systems, including networks, hardware, and software.
- Oversee the maintenance and upgrades of audio-visual equipment for worship services and events.
- Ensure continual improvement in our use of church management software, databases, and digital tools.
- Provide technical support to staff and volunteers, troubleshooting IT and technology issues as needed.
- Collaborate with the communications team to maintain and update the church website and digital platforms.

Reporting

- Work closely with the finance team to prepare and present financial reports to ministry leaders, staff, and elders.

- Ensure good stewardship of church resources by monitoring spending and identifying cost-saving opportunities.
- Assist with audits and compliance with financial policies and procedures.
- Provide attendance and other reports to church leadership to assist with decision-making.

Project Management

- Lead and coordinate special projects and events as assigned.
- Develop timelines, budgets, and resource plans for projects, ensuring completion within scope and deadlines.
- Track and report project progress to church leadership and relevant teams.
- Facilitate good communication across teams to ensure projects and events go smoothly.

Qualifications and Skills

- Bachelor's degree
- Excellence in written communications
- Proficiency in office software, Microsoft, Google, or Apple, and mastery of spreadsheet software
- 2+ years experience with church management software, Planning Center preferred
- Experience in project management and with project management software (Notion is preferred)
- Experience working with contractors and vendors
- Experience with computer networking and hardware troubleshooting
- 2+ years experience working with databases
- Experience with audio and visual equipment troubleshooting and purchasing is preferred
- Administrative ability to manage various volunteers and vendors with grace and clarity
- Attention to detail
- A passion for learning and documenting new technology and practices
- A member of Redeemer Community Church in good standing, or willing to join
- Evidence of a vibrant relationship with Christ and a consistent personal devotional life
- Above reproach in marriage and family commitments (if applicable)
- Enjoy working on a team
- Joyful demeanor and people person

Reporting Structure

The Director of Operations reports to the Executive Pastor.

Job Type and Benefits

The Director of Operations is a full-time position. The role is expected to require 40 hours per week, with a minimum of 32 hours in-person. Salary range is available upon request. Benefits include:

- Vacation: 6 Sundays per year, and 15 weekdays per year
- Redeemer Staff Retirement Contribution
- Redeemer Staff Health & Dental Benefit