

Director of Operations

First Unitarian Church, a progressive, inclusive, and engaged congregation in Rochester, NY, is seeking a full-time, salaried **Director of Operations**.

This senior leadership role reports directly to the Lead Minister and is responsible for the management and oversight of the financial, personnel, facilities, administration, and risk management functions of this historic church.

As the Director of Operations, you will collaborate with senior leaders on continuous organizational development and adaptive strategies in service of the congregation's mission, vision and ends (rochesterunitarian.org/mission-ends/).

Key Responsibilities

- Financial Administration and Oversight
 - Oversee all financial accounting for the congregation, an organization with an annual budget of more than \$1 million and currently 6 full time and 3.5 full-time equivalent employees;
 - Equip staff team members and lay leaders with the necessary tools for effective management and establish clear systems for internal controls, policies and procedures;
 - Manage the short and long term cash flow of the congregation, providing necessary information for the executive regarding needs for fundraising and/or expense adjustments;
 - Work with the executive regarding short and long term financial planning and investment, including coordination of the endowment;
 - Oversee and administer internal fundraising, maintaining positive and trusting relationships with donors/church members;
 - Provide monthly, quarterly, and annual financial reports to the Lead Minister and present certified quarterly results to the Board of Trustees.

- Organizational Development, Management and Administration
 - Establish and maintain responsive systems that continuously improve user experience and create greater efficiencies based on the established goals and programs of the organization;
 - Lead change both within the staff team and across the organization in service of the mission and vision;
 - Document and keep updated user friendly and accessible procedures for all church operations, as well as ensure there are effective tools for training and problem solving related to the implementation of procedures;
 - Manage personnel records and employment related procedures; supervise payroll; assure church compliance with State and Federal labor laws; administer

- benefits enrollment for all staff;
 - Use and fully integrate cloud-based applications (currently Slack, SimpleChurch and Google suite) to communicate and coordinate the accomplishment of shared goals across the staff team and congregational volunteer teams;
 - Coordinate the systems for data collection and reporting in support of shared goals in service of our shared mission and vision.
- Facility Administration and Risk Management
 - Oversee the maintenance of church facility and its use; administer policies and procedures related to facility use; and supervise work of facilities staff;
 - Oversee all procedures related to church security; ensure key leaders are trained and equipped to implement in case of emergencies;
 - Maintain inventory of church property and equipment, as well as a regular schedule for replacement, maintenance and replacement.
 - Develop and administer policies and procedures that minimize risk to the organization, its staff and the congregation; work with insurance carrier to ensure appropriate coverage is secured.

Position Requirements

- Bachelor's degree, Masters in Business or Nonprofit Management preferred
- At least five years of experience preferred in the following areas:
 - Financial oversight and accounting management for comparable organizations
 - Managing and supervising staff teams and volunteers
 - Organizational development/administration, particularly in creating systems for continuous process improvement
- Must pass our standard background check.
- Membership in the UU Church Administrators professional organization and adherent to the professional code of conduct is required upon hire.
- Members of First Unitarian Church of Rochester are not eligible to apply.

Core Competencies

- **Financial Knowledge and Experience** - Forward thinking and creative in ensuring the organization has the financial resources, tools, and systems in place to meet its mission for the short and long term; able to utilize financial management software to produce and interpret standard financial reports for tactical and strategic response; able to model and manage cash flow and financial investments.
- **Effective Management** - Be able to prioritize and perform multiple tasks under time deadlines; can anticipate and adjust for problems and motivate others to assist. Able to work creatively and agilely in a sometimes chaotic and under-resourced environment and to take initiative in problem solving. Can organize resources (people, funds,

materials) to get things done. Able to conceive of systematic solutions to recurring needs and think strategically and long-term.

- **Great communicator** - Creatively finds ways to ensure that a wide variety of people understand the intended message (especially when communicating financial information to non-financially-oriented people), and listens well to the needs and experiences of a diverse community, building trust with all interactions.
- **Interpersonal relationships** - Enjoys working collaboratively as part of a team and creating an atmosphere conducive to teamwork with a variety of personalities, paid and volunteer. Has the ability to communicate succinctly and clearly in writing and speech.
- **Skilled at Project Management** - Identifies the key objectives and scope of a proposed project; garners needed resources and project support, develops a realistic and thorough plan for achieving key objectives, keeps team members briefed on progress, implements action plans, communicates progress, identifies and resolves barriers and problems.
- **Oriented to Today's Technological Tools for Maximum Impact** - Likes finding ways to help the organization enhance efficiency and effectiveness through both software and hardware. Must have a fluency in cloud based systems, preferably with experience using a customer management system.
- **Seriously Committed to the Work, but Not too Serious** - We are grounded in our mission of through spiritual connection in community, we listen deeply to others and ourselves, we open to wonder and transformation, and we serve together with love and humility. Love and courage undergird all that we do. The right person will take this mission seriously, and orient their work towards this. In order to take up this mission, we know that we must center. The right person will get this, and bring an energy of fun and bring a sense of humor and an easy laughter in all they do.

Start Date: June 1, 2021

Reports to: Lead Minister

Compensation: \$65,000 - \$75,000; medical insurance through Blue Cross/Blue Shield; 10% of salary contributed to 401(k) annually; short term disability; generous paid time off.

Deadline for applications: April 15, 2021 or until position is filled.

It is the policy of First Unitarian Church to grant equal employment opportunity to all qualified persons without regard to race, color, creed, national origin, age, gender, gender identity, sexual orientation, marital status, veteran status, disability, or handicap – if such handicap or disability may be accommodated without undue hardship. People with disabilities, BIPOC, and LGBTQ+ candidates are encouraged to apply. First Unitarian Church is committed to developing a diverse and talented staff team. If you are excited about this role but are unsure whether you meet 100% of the requirements, we encourage you to inquire. **Send resume and cover letter to [hiring@rochesterunitarian.org](mailto: hiring@rochesterunitarian.org)**