

EPISCOPAL DIOCESE OF CHICAGO

POSITION DESCRIPTION

Position Title: Director of Operations

Department: The Bishop's Executive Team

Position Summary

This position reports directly to the Bishop as a member of the Bishop's Executive Team. Its primary responsibility is to assure effective functioning of the diocesan staff and governing bodies so as to support and further the ministries of the Bishop and congregations of the Diocese. The Director of Operations oversees the financial, human resources, facilities, information technologies, and event planning functions of the Diocese and is principal supporter to the Bishop in his interface with the Standing Committee, Diocesan Council, Budget Committee, and Trustees.

Key Responsibility Areas

- Develops and updates strategic plan for the Operations Department.
- Oversees Operations Department staff and budgets.
- Responsible for supervision of the following:
 - Governance – Assures robust and effective functioning of the governing bodies of the Diocese. Attends all appropriate meetings thereof in support of the Bishop.
 - Finance – Oversees diocesan financial and accounting matters; oversees Treasurer in planning and budgeting processes so as to maintain financial health; makes periodic reports to stakeholders; safeguards diocesan assets by assuring adequate financial controls and annual audits, good oversight of investments.
 - Human Resources – Develops, maintains and oversees diocesan personnel policies and practices so as to assure responsible hiring, training, development, and management of diocesan employees and compliance with applicable laws, regulations, and diocesan policies. Oversees compensation, and benefits. Maintains fair and safe workplace.
 - Real Estate and Facilities– Assures safe, affordable, and efficient workplace for employees. Acts as consultant/resource to congregations on real estate matters. Represents diocesan office on the St. James Commons Council. Supports Diocesan Trustees on acquisition, maintenance, and sale of real property.
 - Safe Church – Leads efforts to insure safe church standards and environments throughout the diocese. Maintains adequate property and liability insurance. Educates congregations regarding loss prevention.
 - Information Technology – Assures that communicating and computing equipment, training, and support are adequate and affordable to support the ministries of the Diocese.
 - Event Management – Oversees logistical planning for the various meetings of the Diocese, most especially Diocesan Convention, including location, arrangements, equipment and the like.

- Participates in the shared ministry of the Bishop's Executive Team, offering counsel and support to peers.
- Supports the congregations of the Diocese in areas of expertise.
- Accepts other responsibilities as may be assigned by the Bishop from time to time.

Required Personal Qualities

- A preference for and the ability to function in a horizontal, team-oriented environment
- Excellent relationship-building skills
- Comfort operating at both the strategic level required for planning and the detailed level required for implementation
- Strong communication skills, written and oral
- A commitment to personal and professional growth
- A commitment to excellence

Preferred Education and Experience

- Master's Degree in Business with some relevant experience, or Bachelor's Degree with minimum 8 years of experience in financial, human resources, administrative functions.
- Experience developing and implementing programs and budgets.
- Experience in evaluating financial reports and explaining financial results.
- Experience in or familiarity with the basic functions of human resources administration.
- Competency with standard office software.
- Knowledge of Episcopal Church, especially its ethos and governance.