

Executive Director of Operations

Vision: The Executive Director of Operations will serve on the Executive Leadership Team (XLT) and effectively implement the vision, goals, and strategic initiatives of the church. This will include direct oversight and administration of the TBC Business Office, Human Resources, Facilities, Security, Café, and Tender Shepherd Preschool (TSP). The Executive Director of Operations will work alongside the XLT under the supervision of the Lead Pastor.

As a member of XLT, the Executive Director of Operations will:

- **Churchwide Strategy** - Contribute to the overall churchwide strategy under the leadership of the Lead Pastor as a member of the XLT.
- **TBC Budget** - Collaborate with the Financial Ministry Team (FMT), the Director of Accounting, and the Executive Pastor of Campuses to strive for excellence with TBC's yearly operating budget, strategic investment/cash flow operations across all campuses, and administration of Endurance Foundation.
- **REACH**- Collaborate with the XLT and elders on the management and strategic operations for all REACH campaign goals and implementation.
- **Human Resources**- Work in conjunction with the Human Resource Committee and the Human Resource Coordinator to produce excellence in the execution of new hires, performance management, human resources policies/procedures, and staff performance improvement plans/terminations.
- **Facilities**- Work in conjunction with the Director of Facilities to ensure all facilities projects are up to date with clear communication to the XLT, FMT, and elders concerning yearly spending forecast.
- **Tender Shepherd Preschool**- Work in conjunction with the Director of TSP to ensure proper financial and budgetary management of TSP, including tuition rates, TSP teacher salary compensation, supplies, and resources.
- **Café** - Work in conjunction with the Director of the Café to ensure proper financial and budgetary management of TBC Café, including inventory, pricing, staffing, and hospitality management.
- **Administrative**– Partners with XLT in leading with excellence when it comes to TBC ministries' budgets and communication plans each ministry year.
- **Other Duties** – Will execute additional duties as assigned by the Lead Pastor.

Role-Specific Competencies:

- Mature believer and follower of Jesus Christ.
- Experience in administration, budget, finance, HR, and operations management.
- Experience in leading, supervising, and managing people and teams.
- Effective communicator and team builder.

Education: Master's Degree preferred

Time/Allocation: Full time (Monday-Thursday plus weekend/holiday/event responsibilities), salaried position with benefits

Reporting: The Executive Director of Operations reports directly to the Lead Pastor.