Director of Operations
Job Description

POSITION PROFILE:

Job Title:	Director of Operations
Status:	Permanent, Part Time (approx. 20 hours), Salaried
Reports to:	Ministry Director
Start Date:	Fall 2025

Job Overview:

Harbour is a church that is committed to sharing the gospel, making disciples, starting churches and multiplying leaders. We are a healthy and growing church. The Director of Operations is a proven, high-level leader with 10 years of leadership experience who is deeply committed to God, and gifted in operational leadership. This position provides operational oversight to church systems and people; ensuring that administrative, financial and facility-related functions support the church's overall ministry and mission of everyone walking with someone from disenchantment to discipleship.

Qualifications and Experience:

- Demonstrates a hunger for God, godly character and a growing relationship with Jesus Christ as their personal Lord and Saviour
- Commitment to Harbour vision of sharing the gospel, making disciples, starting church and multiplying leaders
- Organizational leadership with the ability to set goals, develop strategy, implement plans and mobilize teams
- Demonstrates servant leadership with spiritual gifts of leadership and administration
- Demonstrates a passion for discipleship and to lead others in sharing the gospel and making disciples
- Experience in building teams by equipping and leading volunteers
- Desire for the gospel to spread through multiplication of the church

Responsibilities

People Management

- Understands HR rules, Policies and Employment Standards
- Develops and maintains Employee Handbook and related policies and procedures
- Oversees and enforces escalation process for any HR issues that may arise
- In consultation with ministry leaders, establishes employment contracts for new staff
- Coordinates orientation and ongoing training of all staff related to church policies and procedures
- Conducts exit interviews for all staff and manages termination of staff as needed
- Collaborate with staff to develop succession plans and clear lines of reporting to improve organizational health
- Collaborate with ministry director to develop and communicate clear, measurable and mission driven performance expectations to staff

Facility Management

- Oversees Director of Facilities
- Ensures the church building and grounds are well-maintained, coordinating maintenance, cleaning and managing security
- Oversees church rentals and ensures compliance with church rental policies
- Chairs the health and safety committee; developing policies and ensuring compliance with all standards
- Forecasts future capital projects as it relates to facility needs

Finance Management

- Works with Director of Finance
- Supervises administrative staff in day-to-day financial matters
- Reviews financial statements monthly and presents statements to leadership
- Leads development of annual budget in consultation with staff, finance team and Elders
- Manages annual budget and identifies areas for expense reduction and efficiency improvement
- Monitors giving at regular intervals and reports trends to leadership

Project Management

- In collaboration with ministry director, develops strategy, creates process and builds teams for new program initiatives

General Operations Oversight

- Ensures compliance with relevant regulations, identifying potential risks, and implementing mitigation strategies
- Identifies opportunities to streamline workflows, optimize resource allocation and enhance operational efficiency
- Oversees IT needs by problem solving challenges and making recommendations to improve efficiency
- Manages church insurance ensuring adequate coverage and that compliance standards are met
- Oversees church rentals setting and managing related policies
- Attends and contributes to staff meetings, business meetings, and key church-wide events.
- Meets regularly with leadership for alignment, collaboration and encouragement.
- Oversees administrative staff and provides support in day to day operations

Spiritual Profile and Standards:

- Demonstrate a Christian lifestyle that reflects the qualifications of a Deacon found in 1 Timothy 3
- Able to enthusiastically embrace the Vision, Mission, Values and Philosophy of Ministry of Harbour
- Able to fully agree with the doctrinal statement of Harbour and be able to minister within the Fellowship of Evangelical Baptist Churches of Canada (FEB)
- Committed to personal spiritual formation disciplines and professional training for ongoing personal development in all areas of life
- Participates in In the Harvest monthly
- Demonstrates a commitment and heart to share the gospel and make disciples
- Will become a Member at Harbour Fellowship Church

Education and Skills:

- Interpersonal and team building skills
- Communication (verbal and written) skills
- Adaptive capacity and excellent problem solving skills
- Experience with Simply Account, Excel and PCO an asset