



JOB DESCRIPTION

Job Title: Operations Director

Department: Operations

Job Type: Full-Time, 40+ hours a week. Typically, Sun-Thurs.

Reports To: Senior Pastor

Primary Benefits: Health, Vision & Dental, 403B Retirement Fund Access, PTO Accrual

OVERVIEW

The **Operations Director** is responsible for leading and overseeing the central systems, structures, and teams that maximize the operational effectiveness of Cedarcrest Church, including Facilities, Human Resources, Information Technology, and Finance. The Operations Department exists to support the ministry departments of Cedarcrest Church and advance the kingdom of God by ensuring that all systems and physical spaces needed for ministry are functioning efficiently and effectively.

KEY RESPONSIBILITIES

- Provide leadership and oversight to core central operational support teams, including Facilities, Human Resources, Information Technology, Finance, and Office Support.
- Serve on the Executive Leadership Team alongside the Senior Pastor, Creative Director, Discipleship Director, and Next-Gen Director.
- Partner with the Finance Director to ensure absolute integrity in all financial dealings.
- Champion and manage the church database to maintain accurate and reliable information.
- Ensure that all support functions comply fully with applicable laws and regulations.





QUALIFICATIONS

- **Education:** A Bachelor's degree (BBA/BA/BS) is required; a relevant Master's degree is preferred.
- **Experience:** 5–10 years of relevant leadership experience in operations, financial management, IT, and/or accounting.
- **Faith Commitment:** Demonstrates a strong personal commitment to Jesus Christ, evident in personal relationships, dedication to the church, work ethic, compassion, and a heart for reaching those far from God or unchurched.
- **Skills:**
 - Exceptional administrative, organizational, and management abilities.
 - A self-starter with the ability to prioritize tasks, manage multiple staff and projects, and oversee departmental workflows.
 - A systems thinker who can create, assess, and improve operational systems.
 - Proven ability to manage projects and people effectively in a dynamic and evolving environment.

APPLICATION INSTRUCTIONS

To apply, please submit your resume and cover letter through our website:
www.cedarcrestchurch.com/jobs

