



**JOB TITLE:** Administrative Director

**DATE:** December 2022

**REPORTS TO:** Lead Pastor

**STATUS:** Full-time (40 hours), Exempt

### **JOB SUMMARY**

This role will ensure the smooth and efficient operation of our growing church, with two office locations in Davidson, NC, overseeing many of the unseen areas/tasks that contribute to a flourishing congregation. These areas include finance, human resources, facilities management, vendor contracts, and general office administration.

Because Storyhill is a ministry-focused organization, this role will require significant collaboration and empowering of staff and Ministry Partners (members); an ideal candidate will possess a healthy mix of relational, strategic, and executing strengths. As someone who shares in Storyhill's mission, our Administrative Director will help set the tone that "structure should serve the mission," even as we navigate that handful of matters which require compliance.

### **DUTIES & ESSENTIAL JOB FUNCTIONS**

- **Oversee the business aspects of church operations.** Responsible for the annual budget process, approval of relevant expenditures and timecards, reviewing needed background checks, keeping the church insurance policies up to date, providing input on legal requirements, keeping record of church subscriptions, etc.
- **Own and execute the functions of Human Resources.** This includes onboarding/offboarding of staff, handling all details of employee benefits (including the communication of HR information to staff), updating of employment handbook, updating/writing job descriptions, raising matters of concern, etc.
- **Manage church facilities for use by staff and ministries.** Oversee the optimal utilization of church space by the various ministries, in collaboration with staff and Ministry Partner leaders; When needed, be resourceful in helping find space in the local community to facilitate events; Give proper oversight to the church offices (Cotton Mill and white house), e.g. ensuring supplies are stocked, mail is distributed, voicemails are replied to.
- **Actively manage vendor contracts.** Maintain existing vendor contracts, including evaluating them for effectiveness; Negotiate new contracts with external vendors/service providers, when needed; Current vendor contracts include, but are not limited to, IT, copiers, telephone system, and office space.
- **Supervise church Communications Manager and Bookkeeper.** Includes meeting regularly with the individuals in these roles to support/develop them; Will serve as a liaison, as needed by the Communications Manager and Lead Pastor, in all-staff planning meetings to establish church and ministry area calendars.

- **Moderate and Guide Administrative Team.** Work closely with this Ministry Partner team, which contains experts in the fields of Finance and Personnel; Will help this Team (and its two sub-teams) advise our Session and Lead Pastor on relevant matters and set direction in appropriate situations.

## COMPETENCIES

- **Strategic thinker/planner** – Keeping an eye on the bigger picture and how the aspects of operations work to serve the goals of the church, its leadership, and staff is vital in the executing of this role; What’s key is not that just that tasks are accomplished, but that they are done in a manner that helps move the church forward in where God is leading.
- **Strong collaborator** – Working with others across ministry areas is critical to this role; The goal is not work isolated from others, but to help run operations in relationship/connection with other key stakeholders; Empowering gifted and willing Ministry Partners in volunteer roles will also be vital in accomplishing this role and the larger mission of the church.
- **Effective manager** – Able to develop and oversee the work of staff subordinates, giving them guidance as needed, but also empowering them to make decisions and be owners of the responsibilities under their authority; Regarding all church vendor relations, work to ensure Storyhill has the right vendor(s) in place and strive to communicate well with them – including any expectations from the church.
- **Process Builder** – Able to establish processes (some structure) to ensure smooth flow of information between ministry areas, to keep staff in their lanes functionally, and gets things accomplished efficient; But this needs to be done in a manner that best supports the work of the ministry staff.
- **Ability to embrace change.** Change is to be expected and welcomed, not viewed as a disruption.

## QUALIFICATIONS

- Alignment with the Mission and Vision of Storyhill
- Evidence of a growing faith in Jesus Christ
- Record of working well on a team
- At least five years managing staff and overseeing an office environment
- Solid understanding of Human Resources, including employee record-keeping and onboarding/offboarding
- Experience with financial management in a business, non-profit, or church setting
- Ability to handle confidential information with humility and care
- Added Benefit: Previous exposure to Storyhill

*To apply, send resume and cover letter to Mandie Jester at [mjester@storyhill.org](mailto:mjester@storyhill.org). For more information on Storyhill Church, go to <https://www.storyhill.org/employment>.*