

Living Lord Lutheran Church and Preschool
Job Description
Director of Operations and Facilities

Ministry Purpose

The Director of Operations and Facilities supports the daily operations of the church/preschool and oversees short-term facility needs while strengthening communication among staff, Church Council, and congregational volunteers. This role provides operational leadership, supports ministry leaders, and ensures that property, administrative, and financial processes run efficiently and effectively.

Mission

The Director of Operations and Facilities will fulfill the ministry's purpose through the following opportunities and responsibilities:

Property & Facilities Management

- Oversee day-to-day operational support for staff, ministry leaders, and outside organizations using church facilities.
- Serve as liaison to the Church Council Property Chair; meet regularly to support ongoing and upcoming property initiatives.
- Identify and implement short-term facility improvements and office process automation.
- Manage all facility service contractors, including vendor selection, contract oversight, and issue resolution.
- Ensure building safety, security systems, inspections, and compliance requirements are maintained and documented.
- Oversee church calendar management for internal and external events; coordinate scheduling to prevent conflicts.
- Establish and maintain an effective supplies management system.

Financial & Budget Oversight

- Manage operational spending in partnership with the VP of Finance.
- Assist the Treasurer and VP of Finance with preparation, review, and tracking of operational budgets and expenditures.
- Manage resources within the approved annual spending plan.

Administrative & Organizational Support

- Provide Church Council with monthly operational updates as directed by the Council representative of Property needs.
- Set and communicate operational calendar events to relevant stakeholders.
- Support office staff and ensure office coverage during regular business hours.
- Prepare and submit required federal and state reports.
- Renew and maintain all software licenses and internet domains.
- Manage copier/printer leases, service agreements, supplies, and usage reporting.
- Serve as primary point of contact for the church's insurance agency.
- Perform other duties as assigned to support the mission and ministry of the church.

Reporting Structure

- Reports to and is annually evaluated by the Senior Pastor.
- This is a 35-hour per week position.
- Work schedule is determined in coordination with the Senior Pastor.
- Compensation is commensurate with experience.

Qualifications

Education & Experience

- Bachelor's degree or equivalent relevant work experience required.
- Experience in administration, planning, vendor management, facilities management, scheduling, and maintenance.
- Demonstrated ability to work independently, solve problems, and manage technical or mechanical issues with minimal supervision.
- Ability to interact professionally and respectfully with church members, contractors, and outside organizations in a manner consistent with Christian values.

Skills & Competencies

- Proficiency with multiple software systems and the ability to learn new technologies quickly.
- Strong leadership, organizational, planning, and communication skills.
- Ability to recruit, coordinate, and delegate to volunteers.
- Ability to maintain confidentiality regarding staff and congregational matters.
- Willingness to work collaboratively in a team environment, including occasional evenings and weekends for ministry events.

Physical & Work Environment Requirements

- Ability to respond to facility-related needs, which may require bending, reaching, standing, climbing stairs, and walking the church grounds comfortably.
- Ability to lift up to 40 lbs. and move chairs, tables and boxes as needed.
- Ability to communicate effectively in person, by phone and in writing.