

Position Announcement

Executive Director of Operations
Country Club Christian Church, Kansas City, MO

May 2021

OMNI is honored to have been retained by [Country Club Christian Church](#) in the search and selection for an **Executive Director of Operations** to support the ministry of the congregation through management of business and financial operations, facilities management, information technology, human resources and other administrative functions.

Since 1920, Country Club Christian Church (CCCC) has been a place of worship for individuals to share in the love and grace of God. Located in the Country Club District, CCCC has a rich history of theological openness and sharing the word in a modern and energetic approach.

Position Summary

Reporting to the Senior Minister, the Executive Director of Operations will:

- Ensure annual budget procedures and ongoing financial operations of the church are effective including the annual audit.
- Create a healthy stewardship of resources including an annual stewardship campaign, major gifts program, planned giving program and future capital campaigns.
- Manage bequests and grants and effectively communicate the funds to the congregation through annual reports and other mechanisms.
- Create a safe and hospitable environment for ministry and coordinate any repairs, remodeling, construction, and equipment projects.
- Establish an asset management plan to anticipate any capital equipment repair and/or replacement.
- Guide the effective use of technology for the church's ministry.
- Ensure Human Resource records and payroll processing are accurate.
- Monitor, evaluate, and administer employee benefit programs.

Position Qualifications

- Strong leadership skills and ability to work with teams of staff and church members.
- Knowledge of facilities' management and/or building projects.
- Experience in budgeting and financial analysis.
- Knowledge of human resources function and related employee benefits.
- Relevant work experience in a multifaceted organization, preferably a not for profit or church.
- Effective communication and relationship-building skills.
- Strong organizational and problem-solving skills.
- Ability to work autonomously and exercise sound judgement to further the mission of the church.

Please note this opportunity may be full time or flexible hours (up to ¾ time). Sundays are required. We appreciate your suggestions or referrals to professionals who may have an interest in this outstanding opportunity. Formal interest accepted here or direct all inquiries to:

OMNI Human Resource Management

Michelle Anderson, Vice President of Executive Search, manderson@omnihrm.com, 913-653-8067

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