



JOB POSTING

Director of Operations

Job description

Full Time, Exempt Position - 40 Hours/Week, some evenings & occasional weekends

Position Summary

Westwood Lutheran Church seeks a strategic and detail-oriented **Director of Operations** to oversee the church's financial management, human resources, and facilities operations. This position ensures strong stewardship of resources, efficient administrative functions, and a well-maintained and secure church campus. As a key member of the leadership team, the Director of Operations collaborates with pastors, staff, lay leaders, and external partners to support the church's mission.

Who We're Looking For

We're seeking more than a resumé—we're looking for the right person to become an integral part of our church staff. The ideal candidate for the Director of Operations brings emotional maturity, curiosity, and a steady presence to their work. You thrive under pressure, juggle multiple priorities with grace, and are known for getting things done without a lot of oversight. You're self-sufficient but deeply collaborative, and people trust you to follow through.

You bring a sense of humor that puts others at ease and helps foster a warm, inclusive culture—someone who can laugh with the team, lighten the mood, and still take the mission seriously. You're steady in the face of change, able to "roll with it" and navigate the unexpected without losing momentum.

You're perceptive and grounded, able to see the big picture while managing details. You approach challenges with clarity and discernment, making thoughtful, well-informed decisions that serve the church. Kind and relational, you build trust and strong connections with staff, volunteers, and congregants - and you do it without drama.

You're also comfortable with our church's core values, which shape how we make decisions and care for one another. We view our work through the lens of these values, and we're looking for someone who respects and supports that framework. You can review our core values at: <https://www.westwood.church/five-areas-of-focus>.

Key Responsibilities

Financial Management

- Lead financial operations, ensuring sound practices and stewardship.
- Develop and manage the annual budget, providing timely financial reporting and analysis to leadership.
- Oversee accounting, accounts payable, payroll, and compliance with financial policies and audits.
- Provide cash flow analysis, financial forecasting, and risk management support.
- Provide support and facilitate the Financial Management advisory team.

Human Resources

- Provide leadership in managing the human resources functions including policies, compliance and benefits administration for the church and early childhood education center.
- Oversee the hiring, onboarding, and performance evaluation processes to ensure alignment with organizational goals and values.
- Provide support and facilitate the HR advisory team.
- Foster a positive and mission-driven workplace culture
- Ensure compliance with employment laws and ELCA guidelines

Facilities and Operations

- Oversee the Facility Manager in managing day-to-day facilities operations, including maintenance, security, and vendor contracts.
- Support the development and execution of long-term campus improvement and sustainability plans.
- Ensure the campus remains safe, welcoming, and accessible, while implementing risk management strategies.
- Provide support and facilitate the Properties advisory team.
- Oversee IT systems, office administration, and operational workflows to enhance efficiency.
- Lead the planning, budgeting, and execution of major construction and capital improvement projects, ensuring alignment with the church's mission and operational needs.

Staff leadership

- Provide strategic leadership and support to the church council, pastoral leadership, church and early childhood education center staff, ensuring collaboration and alignment with the church's mission.
- Supervise staff across finance, facilities, and administration, maintaining high accountability and performance.
- Actively participate in staff meetings to ensure cohesive leadership and operational efficiency.

Technology & Data Management

- Oversee people management and giving systems, ensuring accurate tracking, reporting, and stewardship.
- Coordinate with our managed services IT provider to ensure secure, reliable technology systems and support.

Qualifications & Skills

- **Experience:** Minimum of 7 years in finance, operations, business administration, or nonprofit management
- **Education:** Bachelor's degree in finance, business administration, or a related field (Master's or CPA preferred)
- **Church/Nonprofit Leadership Preferred:** Experience in church administration with a familiarity of church governance and financial practices or nonprofit leadership
- **Financial Expertise:** Strong financial management, budgeting, and fund accounting skills
- **Human Resources:** Working knowledge of HR best practices, compliance, and employee relations
- **Leadership:** Proven experience in staff supervision, leadership development, and facilities/operations management
- **Facilities & Risk Management:** Working knowledge of facility security, property management, and risk management best practices
- **Technology Proficiency:** Proficient in database management, reporting tools, and Microsoft Office Suite (Excel, Word, PowerPoint); comfortable using technology to support operations and data-driven decision-making

Compensation & Benefits

Job Type: Full-time

Pay: \$82,000.00 - \$96,000.00 per year

Benefits: Competitive benefits, including retirement contributions, healthcare, and professional development

- Health and Dental insurance
- 401(k) matching
- Flexible spending account
- Life and Disability insurance

Physical Setting & Work Location:

- Office; In-person

Schedule:

- 8 hour shift
- Monday to Friday

About Us:

Westwood Lutheran Church is a vibrant ELCA congregation located in suburban St. Louis Park. We are home to a thriving early childhood education center and a community grounded in care, stewardship, and meaningful connection. Our team is mission-driven and committed to making a positive impact in the lives we touch. Join a collaborative and supportive workplace where your work truly makes a difference. Learn more at westwood.church.

*Please note: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee. Responsibilities may change at any time with or without notice.

Westwood Lutheran Church is an Equal Employment Opportunity organization. We welcome applicants of all backgrounds and strive to create an inclusive and equitable workplace.

This is a benefit-eligible position. Benefits include health, dental, life and disability insurance, retirement contributions, and paid time off.

If interested, please submit a cover letter and resume to jobs@westwood.church.