

St. James UMC Position Description

Position: Manager, Strategic Operations

Reports To: Senior Pastor, St. James UMC, Alpharetta

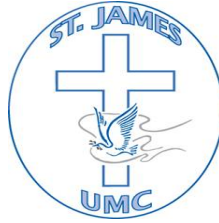
Position Type (FLSA): Full time/Benefits Eligible

Pay Range: \$47,000 – 50,000

The Manager, Strategic Operations is responsible for the overall leadership and direction of church strategic plan, leading all functional areas in the accomplishment of the church's mission. This includes assisting the Senior Pastor with ministerial and support needs as they arise, church operations, outreach, experience, relationship growth and discipleship.

Essential Job Functions

1. Support the Senior Pastor in the accomplishment of the church's mission through decision making, planning and overall direction of church strategic plan
2. Facilitate the annual strategic planning process including evaluation of ministry performance; review of mission, vision, and core values; development of key objectives and tactics; and establishment of three-year goals
3. Establish and maintain a set of key performance measures (KPMs) that provide the Senior Pastor and church staff with ongoing visibility of the effectiveness of all functional areas of the church
4. Partner in the development of the annual financial plans that fund the accomplishment of the strategic plan and meet critical financial objectives such as established cash reserve levels
5. Lead church planning efforts including development of a strategy, networking with other churches focusing on best practices and other strategic initiatives
6. Champion the development of infrastructure by all ministry and support areas that supports healthy, long-term growth of the church
7. Perform other duties as assigned



Other Skills, Abilities and Qualifications

- Excellent organizational, project management and leadership abilities
- Outstanding communication and people skills
- In depth knowledge of diverse business functions and principles (e.g. operations, finance, data analytics, etc.)
- Working knowledge of data analysis and performance/operation metrics
- Familiarity with MS Office and various business software (e.g. ERP, CRM)

Education and Experience

- This position requires a minimum of 5 years of experience as a strategic leader in a corporate business environment with exceptional ability to manage cross-functional teams
- Possession of a Bachelor's Degree in Business, Technology, or other related field is required
- Previous experience in the church with spiritual leadership and a biblical understanding is strongly preferred
- The successful individual must have a proven track record of effective leadership, judgment, and above reproach character