



Position:

Executive Director of Operations

Purpose Statement:

To lead all generations to become transformed followers of Jesus by directing and empowering the administrative operations of Highland Park Presbyterian Church

Personal Characteristics:

- Loves Jesus, the people of Highland Park Pres, the city of Dallas and the world
- Acts as an advocate of the culture and vision of HP Pres
- A positive, team-oriented, kingdom-minded individual who models initiative, service, and accuracy as they play a pivotal role on the team
- A person who takes pride in excellence and is always willing to go the extra mile
- Innovative, proactive, resourceful and an effective problem solver
- Someone who loves the local church and desires to be a part of making decisions and setting direction for the flourishing of the church

Reports to:

Senior Pastor

Responsibilities:

- Directs and oversees the administrative functions of the church including finance, human resources, communication, information technology, facilities and security
- Manages all financial aspects of church operations, including the general operating budget, in collaboration with administration and finance committee
- Serves as staff leader for facilities committee and oversees all campus resources
- Serves as staff leader of human resources committee and oversees salary and benefits administration for staff
- Provides financial and other metrics reports to session and senior leadership team
- Assesses and purchases appropriate insurance coverage for property, casualty, and other needs
- Reviews legal issues of the church and consults legal counsel when necessary
- Represents administrative and operations departments on the senior leadership team
- Serves on stewardship team as staff representative, helping advance a culture of generosity at Highland Park Pres
- Serves on session to provide pertinent information, especially relating to governance
- Performs other duties as assigned by the senior pastor



Work Schedule:

Regular office hours, Monday—Friday