



St. Ann
& the Holy Trinity
Episcopal Church

Job Posting

St. Ann & the Holy Trinity Church is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for our employees and community. All qualified applicants are encouraged to apply.

Position Title: Operations Director

Status: Full time (flexible hours as required)

FLSA Classification: Exempt

Areas of Responsibility: Provide St. Ann & the Holy Trinity with administrative oversight and serve as the church's property manager

Reporting Relationship: Rector

Supervising Staff Relationships: Community Outreach Manager, Parish Administrator, and Sexton

Salary Range: \$70,000-\$80,000, commensurate with experience, plus benefits

Position Summary

St. Ann & the Holy Trinity Church and Pro-Cathedral is an active Episcopal parish in Brooklyn Heights, the first designated historic district in the City of New York. Our landmark church building is just steps from the Brooklyn Bridge and sits at the nexus of numerous subway and bus lines in Downtown Brooklyn. Our church family is made up of long-standing and newer parishioners who represent a broad mix of ethnicities and ages who engage regularly in worship and service to our neighbors in need. St. Ann's has a long tradition of hosting members of the wider community and cultural partners, including musicians, artists, activists, and authors for performances, issue forums and an array of other programs and events.

The Operations Director will serve and support our church community with grace and good humor. We seek a highly relational person with initiative and a demonstrated ability to work well with persons of all ages. As a member of the leadership team, the Operations Director will report to the Rector and work closely with other parish clergy, staff, and lay leaders to further the church's mission into the future.

The Operations Director is a full-time leadership position with varying responsibilities to ensure successful oversight of all aspects of the day-to-day operation and administration of the church, including stewardship of our historic buildings.

Primary Responsibilities

Operations/Administration/People Management

- Upgrade and oversee parish systems, processes, and policies to improve and enhance operational effectiveness and further the church's mission, with special focus on church support services, physical plant, and administrative operations.
- Oversee contract negotiations with cultural partners, space users, and vendors, liaise with all tenants and renters, and provide oversight to ensure fulfilment of contractual agreements, consulting with the rector and legal advisors, as needed.
- Supervise and monitor the planning and production of parish events and outside space users to ensure alignment of church interests and contractual expectations.
- Liaise with the Rector and personnel committee to support the human resources needs of the church and assist in maintaining appropriate parish and diocesan policies and procedures.
- Engage in long-term planning and implementation of strategic goals and objectives working with parish clergy and lay leaders.

Facilities Management

- Develop and maintain vendor list and oversee facilities and property management, including service contracts, bid processes for vendor services, assure regular maintenance, repairs, and improvements to building interior and exterior, address emergency building repairs in a timely and cost-conscious way, ensure responsible use of facilities by parish and external groups.
- Oversee, develop and implement procedures to ensure routine and local regulatory compliance, including mandated inspections and life safety policies.
- Consult regularly with the building & grounds committee chairperson and attend B&G meetings, as needed.
- Ensure efficient and cost-effective facility practices, such as energy usage and supporting "green practices" in the operation of the facility.

Financial Management

- Participate in budget planning and forecasting, monitor expenses in relation to parish budget, report monthly income and expenses, and oversee document retention, systems and controls.
- Support the annual budget process in coordination with the treasurer, Rector, budget committee and vestry.
- Ensure that an annual risk management review is conducted, including review of insurance coverage.

Essential Qualities

- **Visionary Leadership:** Demonstrated leadership and vision in strategic planning, managing staff groups, and major projects and initiatives.
- **Missional Alignment:** Understands and supports church mission, vision, and values.
- **Relational Connectivity:** Strong interpersonal and communication skills, commitment to building relational trust with the church community.
- **Team Player:** Ability to humbly receive feedback and instruction and work collaboratively with others.

Minimum Qualifications

- Bachelor's Degree or commensurate job experience.
- Three years of experience in nonprofit or congregational leadership.
- Demonstrated leadership in managing staff groups and major projects or initiatives.
- Working experience in facilities management.
- Knowledge of non-profit accounting practices and budget management.
- A demonstrated commitment to high professional ethical standards and a diverse workplace.

Preferred Qualifications

- Knowledge and experience in organizational effectiveness and operations management implementing best practices.
- Strong background and work experience in finance and administration and facilities management.

- Excellent communications skills both verbal and written.
- Excellent interpersonal skills and collaborative management style.
- Excellent computer skills and proficient in Microsoft 365 and other platforms as needed.
- Basic knowledge of tax, employment, and other compliance implications of non-profit status.
- Excels at operating in a fast pace, community environment.
- Delegates responsibilities effectively.

The Operations Director role is designed to be a full-time position, primarily weekdays with occasional evening and weekend responsibilities. There may be modest physical demands placed on the person in this role. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. A generous benefits package is provided, which includes health and dental insurance, pension, and paid personal time off.

Nominations, applications, and questions about the job may be directed to the Rector until the position is filled. Prospective candidates should submit a cover letter, resume, and a list of three references. Appointment will be contingent upon completion of background screening and successful training in the prevention of child abuse as required by Episcopal Church.

The application packet can be sent electronically to:

Personnel Committee, St. Ann & the Holy Trinity Church
Email: personnel@stannholytrinity.org
Website: www.stannholytrinity.org

Disclaimer

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor be interpreted as, a comprehensive inventory of duties, responsibilities, qualifications, and objectives required of employees assigned to this job.