

KENILWORTH UNION CHURCH DIRECTOR OF BUSINESS OPERATIONS

About Kenilworth Union Church: Kenilworth Union Church, a large North-Shore church, was founded in 1892 as an intentionally multi-denominational Protestant church. For more information about the church, see kuc.org.

Position: The Director of Business Operations is responsible for managing the financial, facility, administrative, communications, and human resources of the church. The Director reports to the Senior Minister and is the senior businessperson on staff. The Director partners with the Senior Staff and Board of Trustees to ensure that short-term and long-term financial and operating goals are met. The Director oversees the church's operating budget of approximately \$2 million/year. The Director manages a staff of nine.

Primary Responsibilities:

- Financial oversight of all operations and transactions of the church. This includes budgeting, financing, investments, accounting, financial reporting, internal control, and review by the church's public accounting firm.
- Management oversight of all facilities, equipment, and properties of the church and related services. This includes managing outsourced custodial services and scheduling building security and receptionists.
- Management of the church's administrative functions and staff. This includes provision of office, purchasing, and other administrative services to Ministers, the Board of Trustees and its committees, and to the congregation.
- Management of human resources services of the church.
- Oversight of all communications services for the church. This includes printing and copying, telecommunications, website, and email services and the church's computer systems and software programs.

Additional Responsibilities:

- Collaborating with Senior Staff and other staff members to find facility improvement and expense reduction opportunities.
- Serving as staff representative on various Board of Trustees committees.
- Serving as a non-ministerial, non-programmatic member of the Senior Staff.
- Providing support and services to various congregational groups and activities.

Qualifications:

- College degree and formal training in and understanding of accounting/financial management. Financial/accounting acumen mandatory.
- Five plus years experience in a supervisory or managerial capacity, including experience in financial management operating/office management and human resources management.
- Strong IT skills
- Familiarity with and comfort working in a not-for-profit environment.
- Highest integrity. Able to work discreetly with sensitive information and in sensitive situations.
- Strong interpersonal and leadership skills.
- Strong oral and written communication skills.

Success Factors:

- Customer and solutions oriented.
- Ability to manage and prioritize multiple projects and deadlines.
- Conscientious, detailed, with successful process improvement experience.
- Hands-on, team player with collaborative style and "get-it-done" attitude.
- Energetic self-starter.

Compensation:

- Full-time, salaried position. Flexible hours possible. Position also requires occasional involvement with evening and weekend meetings and events.
- Competitive salary commensurate with experience.
- Attractive benefits available in accordance with the church's standard personnel policies, including health insurance, life insurance, 403(b) plan, vacation and personal days.