

# Executive Director

(Full-time)



The **Executive Director** fulfills Church of the Resurrection's mission "to know Christ and make Him known" by overseeing the church's operational and organizational systems while providing oversight to staff, property, and administrative structures.

The priority of the staff at Resurrection is to love Jesus and cultivate a heart for Him and His people in order to fulfill the mission to know Christ and make Him known. Seeking to become more like Christ in who we are what we do is the foundation upon which we serve to make Him known. As a staff we strive to model everything we teach about knowing and following Christ, growing in faith and character, loving our neighbor, receiving healing, resolving conflict well, and serving with excellence, joy and gladness.

## POSITION SUMMARY

The Executive Director is responsible for overseeing all of the operations that are necessary for ensuring a well-run church. Under the direction of the Rector, the Executive Director is responsible for the leadership and direction of the church staff, while bringing unity and coordination to all organizational systems. The Executive Director also oversees and implements the administration of the church through appropriate staff, lay leadership teams, and consultants as needed. The Executive Director ensures the completion of business, facility, and logistical support functions including finance, facilities, human resources and operations.

## KEY RESPONSIBILITIES

### Strategic Execution

- Work closely with the Rector to lead, support, and bring unity and health to the staff.
- Implement the church's vision and strategic plan by streamlining operations, optimizing communications, upholding policies and procedures.
- Ensure staffing, facilities and programs are appropriately and effectively aligned to meet goals.

### Staff Supervision and Development

- Promote and encourage a healthy office culture, systems, and function.
- Supervise the overall staff team as it relates to day-to-day ministry and operational activities.
- Oversee staff training and development structures and opportunities.
- Oversee human resources, including payroll, benefits administration, and development evaluations.
- Coordinate and lead weekly staff meetings.
- Oversee Children's Ministry, Student Ministry, Administration, Finance, and Communications staff.
- Oversee all facilities and church operations policies and procedures.
- Provide oversight to a variety of financial functions including the budgeting process and reports.
- Liaise with tenants, vendors and brokers as necessary.
- Assist in managing internal and external communications.
- Manage creation and production of the church's annual report.

## POSITION REQUIREMENTS

- A clear, personal, mature, articulate relationship with Jesus Christ expressed in a personal, corporate, vibrant, and infectious life of worship
- Ability to work collaboratively toward a team vision.

- Ability to establish a joyful and organized workplace for staff and volunteers.
- Demonstrated ability to patiently direct and graciously manage staff and volunteer teams.
- Demonstrated success in situations which require initiative and an entrepreneurial spirit.
- Excellent organizational skills and orientation to detail.
- Excellent written and verbal and communication skills.
- Proficiency with Microsoft office suite and Mac OS.
- Strong time-management, multi-tasking abilities, and self-starter skills.
- Bachelor's Degree or equivalent experience in related job activity.
- Minimum 5 years of experience working in a similar role.
- Satisfactory background check and references.
- Agreement with ACNA, Diocese of Mid Atlantic, and Resurrection theology and policies.