



External Focus Operations Director Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member of Watermark or willing to become one.

JOB TITLE: External Focus Operations Director

FLSA STATUS: Exempt

DEPARTMENT: External Focus

TIME REQUIREMENTS: Full Time

REPORTS TO: External Focus Director

CLASSIFICATION: Non-Ministerial Role

STAFF MISSION STATEMENT: Inspiring and equipping every member to live a life of full devotion to Christ.

POSITION SUMMARY: Responsible for leading the operations of the External Focus ministry with a focus on budget, strategic planning, process development & improvement, and team leadership. Partner with the External Focus Director to lead the External Focus Team.

ESSENTIAL SKILLS & EXPERIENCE:

- Experience in budgeting, strategic planning, and process improvement
- Excellent critical, strategic, operational, and process-focused thinking skills
- Proficient in prioritization, managing many projects simultaneously, and meeting deadlines
- Able to turn ideas into action

POSITION RESPONSIBILITIES:

1. Develop, track, and improve the External Focus Team's strategic plan
 - a. Partner with the External Focus directors to create strategic objectives & priorities for the ministry
 - b. Assist team directors with the creation of goals & strategies and the execution of strategic plans
 - c. Evaluate priorities and systems to ensure completion of plans
 - d. Responsible for evaluating ministry performance to the plan
 - e. Create and offer other solutions to execute and achieve the team's overall goal and vision
2. Create and manage External Focus ministry budget
 - a. Work with directors to create annual budget
 - b. Oversee, track, and report spending to budget
 - c. Approve expense reports, invoices, and significant expenditure decisions
 - d. Coordinate with Finance to ensure expenditures are appropriate and in compliance with controls
 - e. Ensure budget aligns with strategic plan to accomplish desired outcomes
3. Manage External Focus Team
 - a. Partner with External Focus Director to lead and manage External Focus Team
 - b. Provide day-to-day management for directors, helping to remove barriers and identify next steps
 - c. Identify operational inefficiencies and develop solutions for improved effectiveness
 - d. Ensure each team director is producing excellent deliverables, meeting deadlines, and is sustaining an appropriate work load

DIRECT REPORTS: Co-manage team of 14

MARKERS OF AN IDEAL CANDIDATE:

- Passion for mobilizing the body to transform our community
- Leader
- Analytical
- Initiator & executor
- Detail-oriented
- Adaptable
- Team player