



Executive Director of Operations 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: Executive Director of Operations

DEPARTMENT: Operations

REPORTS TO: Associate Pastor

FLSA STATUS: Exempt

TIME REQUIREMENTS: Full-time; in-office

CLASSIFICATION: Non-Ministerial Role

VISION: Abiding in Jesus, we are making disciples together.

POSITION SUMMARY: Responsible for providing strategic and operational leadership of the Operations Department, including Finance, HR, IT, Technology Development, and Facilities / Events / Security.

POSITION RESPONSIBILITIES:

1. Lead the Operations Department: Finance, HR, IT / Dev, and Facilities / Events / Security
 - a. Provide overall vision and leadership for the Operations department
 - b. Lead & manage the Director over each team
 - c. Work with Directors to develop strategy & priorities for their teams
 - d. Drive for execution and provide accountability
2. Provide operational thought leadership to Watermark overall
 - a. Serve on the Executive Team
 - b. Provide operational and financial analysis, insight, and recommendations to Elders and senior leadership
 - c. Drive updates and analysis of metrics and various organizational health measures
 - d. Lead and coordinate the lay Business Advisory Team
 - e. Work as a thought partner with ministry directors to set strategy and strengthen areas
 - f. Coordinate legal efforts and needs
3. Serve as project champion for significant Operations-related initiatives and projects
 - a. Drive project selection and scope
 - b. Oversee project design and implementation
 - c. Evaluate success
4. Interface with other churches and organizations as Watermark's operational lead
5. Participate in general Watermark staff-required activities (e.g. expense reporting, Staff on Call, staff meetings, retreats, Christmas Eve, Easter, other "all hands on deck" events, etc.)

REPORTING TO THIS POSITION:

- Director of Facilities Services
- Director of Finance & HR
- Director of Technology
- Operations Assistant

ROLE QUALIFICATIONS:

- Commitment to the vision and 10 markers of Watermark Community Church
- Commitment to Watermark's staff values: Dependent, Unified, Excellent, and Fun (DUEF)
- 5+ years of experience in operational leadership is required
- Proven ability to lead teams and manage people
- Exemplary strategic thinker and problem-solver, high capacity, flexible and adaptable, able to add value in multiple functional areas
- Excellent at managing projects and navigating complexity
- Excellent written and verbal communications skills

All employees' job descriptions are subject to change from time to time at the sole discretion of management.