ALL SAINTS EVANGELICAL LUTHERAN CHURCH
Worthington, Ohio

EXECUTIVE DIRECTOR – ADMINISTRATION

PRIORITIES & PRIMARY RESPONSIBILITIES

Supervisor: Lead Pastor

Compensation: Full time, exempt position. Work schedule expected to fluctuate to accommodate evening meetings and other necessities for this position.

Position Summary: This individual is accountable for a wide range of administrative and financial functions providing direct support for the pastors, organizes and directs special projects, and oversees and conducts a broad spectrum of activities to support All Saints' programs, services, and administrative functions.

Direct Supervision of Staff: Facilities Manager, Office Manager, Bookkeeper

Direct Supervision of Volunteers: Support Committee, Audit Committee, Stewardship Committee

Faith-Life: A strong Christian faith demonstrated through actions and interactions among the staff and members of All Saints that complement the church's Mission, Vision and Values.

Financial Responsibilities:

- Prepares proposed operating budget.
- Performs year-end financial functions.
- Monitors cash flow all designated funds.
- Authorizes and monitor disbursements.
- Handles capital & building campaigns.

Primary Responsibilities:

- Works closely with the Lead Pastor, Support Committee, and the Stewardship Committee in preparing and publishing the annual church budget and monthly financial reports.
- Assumes direct responsibility or delegates to others a wide range of Human Resources functions in conjunction with the Personnel Committee.
- Oversees the work activities, work products and performance of selected office staff.
- Stays current with federal, state, and local regulations and compliance requirements and best practices of financial operations and personnel policies.
- Exercises sound fiscal judgment in organizing and planning operational and support functions.
- Interacts with the Pastors and the Executive Director of Lay Ministry in project planning and follow through of projects, personnel issues, and other programmatic or administrative problems or issues.
- Interacts with the Facilities Manager, as needed, to solve building and equipment needs.

Qualifications:

- Bachelor's degree from an accredited college or university preferred; equivalent of education and experience acceptable; major field of study in accounting, business management or finance preferred.
- Five years of financial, administrative, and supervisory experience preferred.

COMPETENCIES

Dealing with People

- **Empowering Others:** The ability to convey confidence in employees' ability to be successful, especially at challenging new tasks; delegating significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues.
- **Implements Change:** The ability to demonstrate support for innovation and for organizational changes needed to improve the organization's effectiveness; initiating, sponsoring, and implementing organizational change; helping others to successfully manage organizational change.
- **Manages Performance:** The ability to take responsibility for one's own or one's employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly.
- **Attention to Communication:** The ability to ensure that information is passed on to others who should be kept informed.
- **Builds Collaborative Relationships:** The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.

Dealing with Business

- **Analytical Thinker:** The ability to tackle a problem by using a logical, systematic, sequential approach.
- **Takes Initiative:** Identifying what needs to be done and doing it before being asked or before the situation requires it.
- **Attention to Detail:** Ensuring that one's own and others' work and information are complete and accurate; carefully preparing for meetings and presentations; following up with others to ensure that agreements and commitments have been fulfilled.
- **Decisiveness:** The ability to make difficult decisions in a timely manner.

Self-Management

- **Self Confidence:** Faith in one's own ideas and capability to be successful; willingness to take an independent position in the face of opposition.
- **Manages Stress:** The ability to keep functioning effectively when under pressure and maintain self control in the face of hostility or provocation.