



Staff Position Description

Position: Director of Operations
Classification: Full Time
Campus Location: Maumee Campus

Purpose of Role: The Director of Operations will champion the vision of Cornerstone Church, upholding and developing systems and strategies to enable the church to fulfill the mission. The DO will lead all areas of operations, including: finance, facilities, projects and staffing. This individual will lead the staff and provide resources necessary for their ministries to operate most effectively.

Reports To: Lead Pastors
Oversees: Directors, Facilities Team, Finance Team, IT

Primary Responsibilities:

- Oversight of Operations of Cornerstone Church
 - Maintaining strong financial position
 - Upkeep of properties and maintenance of facilities
 - Ongoing and short-term projects
 - Oversight of Central staff
- Administration and management of church-wide budget
- Oversight of payroll and benefits
- Manage relationships between bank and vendors

Additional Responsibilities:

- Employee engagement opportunities
- Continual improvement opportunities

Skills and Attributes:

- Committed follower of Jesus Christ, faithful member of Cornerstone Church with evidence of Spiritual maturity and ability to apply Biblical truths to personal and professional life
- Strong understanding of the vision and culture of Cornerstone Church
- Strong leadership skills with strategic perspective
- Strong execution and ability to deliver results
- Proficient with technology, databases, payroll, and healthcare
- Easily understands and analyzes data and budgets
- Experience in public speaking
- Passion for continued growth and development