

Executive Director of Operations, Bryn Mawr Presbyterian Church

Bryn Mawr Presbyterian Church is a 3000-member congregation of the Presbyterian Church (U.S.A.). Founded over 140 years ago, it has enjoyed a strong and vital ministry on the Philadelphia Main Line and throughout the world. Facilities include a campus of 11 buildings, including a large free-standing sanctuary and a separate office and activities center. Our annual budget exceeds \$4,000,000 and our staff numbers close to 40. We are looking for a skilled administrator to oversee the day-to-day operations of the church and its non-ordained staff. Our Director of Operations will work closely with the Senior Pastor, while maintaining broad authority in his or her area of responsibility. She or he will also guide us as we seek to more effectively conform our operations and staffing to our mission.

Overview

The Executive Director of Operations (EDO) will work closely with the Senior Pastor and will have executive responsibility for the day to day operations of the church, strategic development of staff and operations, administrative planning and implementation of strategic goals identified by lay leadership, and oversight of staff in facilities, business, communication, and finance. She or he will provide resource and leadership to lay committees and individual lay leaders as appropriate.

Operational and Strategic Areas of Responsibility

Primary Responsibilities include direct responsibility for, or establishment of structures to achieve, the following goals:

- a) **Oversight of the day-to-day operations of the church.** This includes oversight of executive and program staff as appropriate to the position and revised in light of ongoing strategic development of the organization and staff of the church. At present, this includes general office and administrative support staff, a business office with Director, a facilities office with Director, a communications department with Director (position currently open), and a Director of Member Ministries/Stewardship/Foundation. Other parts of our institutional operations include an Adult Day Center, a Weekday School for pre-K children, and a Counseling Center.
- b) **Development and oversight of plans for adapting church operations and staff structures** to current and future needs, including office support, business management, facilities management, communications, and finance.
- c) **A solid and consistent Personnel program**, providing HR leadership and developing the non-ordained staff toward its best individual and team performance in light of strategic goals and overall mission.
- d) With professional staff in Office of Communications, development and oversight of a **strategic communications plan**.
- e) **Work with our Board of Trustees** on budget development, endowment management, facilities management and related, as agreed upon with Senior Pastor.

f) **Providing an administrative “face” and “voice” for the congregation**, in support of the Senior Pastor and in fulfillment of the mission priorities of the congregation.

g) **Representing the administration of the church to outside constituencies, as needed**— including our local and national business, denominational, interfaith, and professional associations.

h) **Other duties** as agreed upon with the Senior Pastor. In the case that the successful candidate is an ordained minister of Word and sacrament, we will shape responsibilities accordingly.

Relationships and Accountability

As with all contracted staff, the Director of Strategic Operations will work under the authorization of the Senior Pastor/Head of Staff, by contract with the Session (governing board).* She or he will maintain broad executive authority in her or his areas of responsibility. The Senior Pastor will provide regular and annual reflections on performance, with assistance of the Personnel Committee of the Session. It is expected that the DO will work as a member of the overall staff team toward the effective and faithful ministry of the church.

*In a Presbyterian setting, the *Session* is a body elected for specified terms by the congregation to provide spiritual and administrative leadership. In a multiple-staff congregation, the responsibilities for developing and managing staff are given over to the Senior Pastor by the Session as affirmed by the congregation at the time the pastor is “called.” In a congregation the size of BMPC, significant portions of those responsibilities may then be delegated by the Senior Pastor/Head of Staff to an executive administrator. The *Board of Trustees* is an additional body, elected by the congregation, to legally hold the congregation’s assets and work at the request of Session on organizing and developing the finances of the congregation and management of its facilities.

Personal Qualifications

- **Highly motivated.** Able to direct, inspire and motivate others with a leadership style that is proactive, accessible, transparent, patient, and carried with calm and good humor.
- Demonstrated **executive management skills** (personnel, operations, finance, and/or facilities management) in or applicable to the particularities of a church setting.
- **Intuitive understanding** of church culture, mission-based objectives, transformational (values-driven) leadership, and team development. Knowledge of or experience in a Presbyterian setting a plus, but not required.
- **Detail oriented.**
- **Team leader**, and able to implement concepts of team ministry on our staff of 35.
- Able to work **both independently and in close cooperation with the Senior Pastor** in his role as Head of Staff, with shared values and objectives and an intuitive sense for an executive position situated in between the Senior Pastor and the staff, lay leadership, and congregation.

Competitive salary and benefits, based on qualifications and experience. Please send cover letter, resume, and contact information for three references to:

Executive Director of Operations Search
The Bryn Mawr Presbyterian Church
625 Montgomery Ave.
Bryn Mawr, PA 19010

Attn: Ms. Krista DellaPollo

Materials may be emailed to: edosearch@bmpc.org

For further information, you may contact:

Dr. Wesley Avram, Senior Pastor/Head of Staff • wesleyavram@bmpc.org • (610) 525-2821
Mr. Stephen Bowen, Chair, Personnel Committee • sjbowen@vsscc.com • (610) 254- 8201