



## Director of Operations

40 hours per week

Southview Church is a large, multi-ethnic, multi-generational church (~2000/weekend) located in Calgary's deep south, with a passion for leading people to know and follow Jesus. There is a long legacy of seeing people transformed by the life changing news of Jesus and propelled forward on mission – both locally and globally. We are passionate about making disciples in our church, in our community, and around the world. We dream of seeing our people living in unity with one another, growing in their faith, serving & caring for others, and telling the story of who Jesus is wherever God has uniquely positioned them.

Southview is looking for an experienced leader to become our next Director of Operations. This role forms an integral part of the leadership of the church, ensuring the readiness of the church to fulfil its ministry mission. The Director of Operations will be responsible for the overall leadership and direction of the church operations team, leading all functional areas to accomplish the church's mission. This includes operations, strategic planning with the lead Team, development, human resources, and finance.

### Primary Areas of Focus:

- Support the Senior Pastor and Lead Team members in the accomplishment of the church's mission through ministry-effectiveness evaluation, discernment, decision-making, and planning.
- Partner with the Senior Pastor and Lead Team members to create a team-based environment.
- Facilitate the annual strategic planning process.
- Establish and maintain a set of key performance measures that provide the lead team with ongoing visibility of the effectiveness of all functional areas of the church.
- Ensure the church's operational readiness through leadership and oversight of the support staff performing duties in facilities management, human resources, development, and finance.
- Develop an annual congregational stewardship program based on ministry and facility plans.
- Ensure that facilities, human resources, and finances are appropriately and effectively supported and aligned to best meet the church's strategic goals.
- Ensure that appropriate processes, policies, controls, and oversight are in place to deliver on all financial, legal and operating standards (including, OHS, MERT – Medical Emergency Response Team, Operations Support Team – Security Team).
- Responsible for implementing sound IT practices.
- Leads Financial Stewardship Team.

### Primary Responsibilities:

- Develops and equips staff in Operations.
- Team member of the Leadership Team at Southview alongside the Senior Pastor and the Pastors leading IN, OUT, UP, and Operations.

### Needed Skills:

- A proven team builder and equipper.
- Someone people trust and love working with.
- Strong leadership gifts.
- Effective communication skills.
- Effective at casting vision.

### Qualifications:

- Are or willing to be licenced with The Alliance Canda.
- Significant experience with non-profit organizations, Church laws and regulations, and GAAP accounting standards.
- Degree in Accounting, Finance, Business, or related area.
- Knowledge of IT, human resources, and building facilities will be considered an asset.

Please submit your resumé and cover letter by email to: [Michele Black – Executive Assistant](#).

This posting will remain open until a suitable candidate is found. We would like to thank everyone for their application; however, only those being considered for an interview will be contacted.