



## Executive Director of Operations

### Who We Are...

Founded in 1926, burlpres (First Presbyterian Church of Burlingame) is a Christ-centered, Bible-based Presbyterian church that loves God and people everywhere. We are a member of The Presbytery of San Francisco, which has over 50 churches across the San Francisco Bay Area. Our mission is to connect people with God, build relationships, and together serve the community and the world.

### Who We Are Looking For...

We're looking for a loving Christian, People Leader, Process Improver, with finance know-how to lead church operations—someone who concurrently can see at the 30,000-foot level and support staff members on the details. Our ideal candidate will shine in a deadline-driven environment that requires strong interpersonal skills and positive energy and a spirit of making the right things happen.

You'll report to our lead pastor and be empowered to prioritize projects and make key operational decisions. You will closely work with all staff members and program directors. You will need to be an agile thinker and comfortable in a very dynamic environment. On the tactical front, you'll oversee day-to-day activities of our operations team and work collaboratively with our Director of Brand Experience and Director of Worship Arts. On the strategic front, you'll identify and implement process improvements, new tools and ways of working that make us more efficient and able to better leverage technology to deliver upon our mission and purpose.

### What to Expect if You Were to Come Aboard...

#### People

- Capably lead team members in achieving our collective goals; including ongoing coaching and professional development.
- Build and sustain strong relationships with congregational leaders (elders) and external partners.
- Collaborate with the senior pastor and other staff leaders in developing measurable goals and implementing long-term operational plans.

#### Process

- Manage the day-to-day church operations, making the most of the latest digital tools.
- On an ongoing basis, bring forward productivity improvements in the work that staff and volunteers perform for burlpres.
- Make resource and staffing recommendations to ensure deadlines are met, including special projects and ongoing church activities.

#### Financial Management

- Work closely with finance staff to ensure accurate accounting, payroll processing, financial reporting, tax filings, budgeting etc.
- Work with staff to ensure licensing, insurance and contract compliance.

#### Communications and Worship

- Support the Director of Brand Experience to ensure consistent brand experiences across all in-person and digital communications and events.

- Support the Director of Worship Arts, worship team, and technical arts team in delivering high quality praise and worship experiences across in-person and online services.

## Qualities You Bring to The Table...

We highly value operational skills and demonstrated ability to thrive in a loving Christian environment. In addition, the ideal candidate will be:

- **Strategic**—create strong relationships with colleagues and navigate challenging situations and difficult decisions with grace with our mission and purpose as our compass.
- **Creative**—bringing passion to your work and finding creative ways to problem solve
- **Embracing**—willing to make a positive difference and earn the trust of colleagues, direct reports, and our members.
- **Intuitive**—possessing the ability to think a step ahead and anticipate issues
- **Confident**—friendly, professional, and poised, whether you're brainstorming with your team, leading meetings, or communicating decisions and outcomes.

## What You Need to Succeed...

- Demonstrate organizational, communication, financial and leadership skills.
- Ability to navigate ambiguous issues while responding to time sensitive situations.
- Ability to understand and embrace change, creatively problem solve and drive operational improvement.
- Write and speak with clarity.
- Creatively seek practical solutions to people and process challenges.

## What You Need in Experience...

While we aren't hung up on how much experience you've had in any particular job, we do seek someone with:

- 7+ years overseeing an operations team.
- Strong financial skills and experience supporting accounting staff and, where appropriate, utilizing external financial experts.
- Experience managing work streams and implementing organizational processes.
- Experience managing people and the ability to help prioritize work.
- Comfort with technology and how it can measurably improve work environments.
- Experience creating and managing schedules, budgets, and project plans.

## Our Values...

### Welcoming

No matter who you are, where you come from, or where you are on your faith journey, you are welcome here. Everyone belongs; we strive to be inclusive.

### Christ-Centered

We invite Christ's love to transform us, our neighborhoods, and our world through worship and serving others.

### Safe

Physical, emotional, and spiritual well-being are nurtured and protected.

### Grace-Filled

We find our identity in Christ and work to remove the barriers that separate us from one another.

### Vibrant

Hope, compassion, encouragement, generosity, service, and fun are marks of our life together.

### Relevant

The gospel engages with our current culture and guides our actions in our families, workplaces, and communities.

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**To Apply:** please contact Stacy Nawrocki [snawrocki@burlpres.org](mailto:snawrocki@burlpres.org)