

Christ Church, Georgetown- Director of Administration

Christ Church Georgetown is a historic Episcopal parish in the heart of the nation's capital. Christ Church is seeking a Director of Administration to manage the business and administrative affairs of the Church. Primary areas of responsibility include office administration, financial accounting, management of buildings and grounds, information technology, stewardship, and communications with Parish membership.

Founded in 1817, Christ Church has more than a thousand members and an annual budget of approximately \$2 million. The successful candidate will be someone who is familiar with not-for-profit organizations, with a successful track record for understanding the complexities of parish life. Experience in church management is preferred but not required.

Christ Church offers a competitive compensation package, including excellent benefits – health, retirement, disability, dental, etc.

Reporting to the Rector, the Director of Administration will be a member of the Church's senior leadership team, working with Rector and their Associates, as well as members of the Vestry and its Finance, Building and Grounds, Outreach, and Stewardship Committees.

As a supervisory position, the employee is expected to work from the church office in Georgetown.

Application deadline is January 15th, 2023. Please send all resumes to The Reverend Timothy A R Cole at rector@christchurchgeorgetown.org.

Christ Church, Georgetown Washington, DC

Job Title	Director of Administration
Reports to	Rector
Classifications	Exempt Non-exempt / Full-time Part-time Temporary

Job Purpose

Reporting to the Rector, the Director of Administration (DOA) has four primary areas of responsibility: finance, facilities, human resources, and general office management.

Duties and Responsibilities

Finance:

- With the Parish Coordinator, oversees the receipt, deposit and disbursement of all church funds.
- Process journal entries in the general ledger systems to keep books in balance
- Oversees the purchasing process and maintain vendor relationships.
- Oversees the preparation of monthly financial reports to the vestry and other interested parties.
- Prepares an annual budget for approval by the vestry, and implements it upon approval.
- Works with the appropriate committees in planning and promoting the annual church stewardship campaign and capital fund drives.
- Obtains an annual audit or review of the church's financial statements.
- Oversees the administering of the payroll for church employees.

Facilities:

- Working with the Sexton Supervisor, assures the property is well-maintained by staff and outside contractors, as the budget allows.
- Develops and administers policies and procedures concerning the use of all church properties and facilities.
- Works with architects, contractors and others in evaluation, planning, building, remodeling and equipping church buildings.

Human Resources:

- Administers the personnel policies and procedures of the church.
- Maintains personnel records.
- With the rector, administers the performance evaluation system for church staff.
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Office Management:

- Manages the daily operations of the parish.
- Participates in weekly staff meetings and leads the meeting in the rector's absence.
- Compiles reports (annual, parochial, workman's compensation, etc.).
- Attends committee (Finance, Personnel, Stewardship, Strategic Planning) and Vestry meetings.
- Works with clergy, staff and other ministry/parish leaders to maintain the ACS database.

Supervisory Responsibilities: Include titles of positions supervised by this position

Supervises the following staff:

Parish Coordinator and Sexton Supervisor.

Qualifications

Education and/or experience: Include knowledge, experience, skills, aptitudes, special training, licenses or certifications, or education required to perform the job competently. *Examples: Ability to read and interpret instructions for cleaning equipment and supplies. Completion of Bachelor of Arts in Music degree program.*

- A bachelor's degree in business or a related field;
- An understanding of generally accepted accounting principles
- Familiarity with the Episcopal Church
- Familiarity with ACS database products
- Ability to foster effective communication in a church organization.
- The ability to manage a consensus decision making process.
- Knowledge of computer systems, including word processing, electronic communication software, membership software, and financial reporting and accounting software.
- Timely and consistent attendance, and availability in the evenings for committee meetings.
- Excellent verbal and written communication skills.
- Strong team building skills and the ability to motivate others.
- Strong time management skills.
- Strong organizational abilities with both people and resources.