

## Director of Operations

**Job Title:** Director of Operations

**Location:** First United Methodist Church of McKinney, Texas

**Job Type:** Full-time

**About:** First United Methodist Church is a vibrant and growing community of faith dedicated to serving and impacting lives for God's glory. For nearly 125 years we have been sharing the heart of Christ from the heart of downtown McKinney. With a commitment to spiritual growth, community outreach, and meaningful worship experiences, we strive to make a positive difference in the lives of our 5,000 members and the wider community.

**Job Description:** We are seeking a highly motivated and organized individual to join our team as the Director of Operations. This pivotal role will oversee the administrative and operational functions of our church, ensuring efficient and effective operations that support our mission and values.

**Responsibilities:**

- Develop and implement strategic plans, policies, and procedures to optimize church operations and achieve organizational goals.
- Manage the church's budget, financial resources, and reporting processes in collaboration with the finance team.
- Partner with Leadership Staff on human resources functions, including recruitment, training, performance management, and compliance with applicable laws and regulations.
- Coordinate facility management, including staffing, maintenance, insurance, security, and event planning to ensure a welcoming and safe environment.
- Collaborate with ministry leaders to streamline processes and enhance communication and coordination across various programs and departments.
- Develop and implement systems for tracking and evaluating key performance indicators to measure the effectiveness and efficiency of church operations.
- Stay informed about emerging trends and best practices in church management and operations.

**Qualifications:**

- Bachelor's degree in business administration, nonprofit management, or a related field (Master's degree preferred).
- Proven experience in operations management, preferably in a church or nonprofit setting.
- Strong organizational, leadership, and problem-solving skills.
- Excellent interpersonal and communication skills, with the ability to work collaboratively with diverse teams.
- Proficiency in financial management and budgeting.
- Knowledge of human resources principles and best practices.
- Familiarity with facility management and event planning.
- Proficient in Microsoft Office, and a general understanding of church management software (ACS Technologies is preferred).
- A passion for the mission and values of First United Methodist Church of McKinney.

**To Apply:**

Please submit your resume to Kathy Parent (kparent@sharingtheheart.org). Learn more online at [www.sharingtheheart.org/jobs](http://www.sharingtheheart.org/jobs)