

Palm Desert Community Presbyterian Church

Position Description: Director of Administration & Operations

Purpose

The Director of Administration & Operations (Director) provides strategic oversight of all operational functions at PDCPC, enabling the Senior Pastor to focus on spiritual leadership. This position ensures that the church's ministries and Academy are supported by strong administrative, financial, and facility systems.

Accountability

Reports to: Senior Pastor (Head of Staff)

Partners with: Board of Trustees, Session, Academy Board, Treasurer, and key committees

Supervise: Staff in Accounting, Facilities, and Administration

Key Responsibilities

1. Oversight & Evaluation

- Conduct comprehensive reviews of administrative systems, staffing structures, and operational procedures.
- Recommend improvements for efficiency, compliance, and alignment with church vision.

2. Strategic Leadership

- Align operational functions with the church's mission and strategic goals.
- Partner with Senior Pastor, Session, Trustees, and ministry leaders to execute initiatives effectively.

3. Finance & Compliance

- Oversee budgeting, forecasting, and financial reporting.
- Ensure sound accounting, payroll, disbursements, and stewardship practices.
- Lead vendor contract oversight and compliance with nonprofit financial regulations.

4. Human Resources

- Direct HR policies, employee relations, hiring, benefits, and performance evaluations.
- Ensure legal compliance and foster staff development with the Senior Pastor.

5. Facilities & Campus Operations

- Manage maintenance, security, safety, and scheduling of church and preschool facilities.
- Lead capital improvements and risk management related to campus infrastructure.

6. IT & Systems

- Oversee church information systems, databases, and technology infrastructure.
- Maintain cybersecurity standards and manage vendor relationships.

7. Risk, Insurance & Legal

- Administer insurance policies and risk mitigation efforts.
- Ensure adherence to legal and regulatory requirements, including contracts and filings.

8. Administration & Governance Support

- Supervise operations staff and ensure excellence across administrative functions.
- Support governance bodies (Session, Trustees, Academy Board) with documentation, policies, and procedures.
- Provide oversight of Academy operations in coordination with its leadership.

9. Sunday & Special Events Operations

- Ensure seamless facility operations and hospitality during worship and events.
- Offer visible leadership presence at church-wide functions and key gatherings.

Qualifications

- Mature Christian faith and alignment with ECO Essential Tenets.
- Proven leadership in church or nonprofit administration.
- Expertise in finance, HR, facilities, and compliance oversight.
- Strong decision-making, communication, and organizational skills.
- Tech proficiency in financial systems, databases, and Microsoft Office.

Education & Experience

- Bachelor's degree in business, finance, or related field (advanced certification preferred).
- 5+ years of relevant experience in church or nonprofit leadership.
- Familiarity with ECO polity is a plus.

Additional Expectations

- Willingness to work evenings and weekends as needed for church activities.
- Pursue continuing education and professional development in church business administration and ministry leadership.
- Serves at the pleasure of the Senior Pastor
- Performs other duties as assigned

Compensation

- Salaried full time exempt employee
- Health, Vision, Dental Insurance
- Life & Disability Coverage
- 401(K)
- Paid Vacation

This description provides a broad outline of the role and may evolve based on the needs of the church and its ministries.