

Saint Mark's Episcopal Cathedral, Seattle, WA

Director of Operations

Saint Mark's Cathedral is an equal opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for all employees.

All qualified applicants are encouraged to apply.

Position Title:	Director of Operations
Status:	Full Time
FLSA Classification:	Exempt
Areas of Responsibility:	Cathedral Support Services: Oversight of Facilities, Finance, IT, Risk Management, Human Resources, Creation Care Initiatives, Office Operations, Administrative Support. Strategic Leadership Team.
Reporting Relationship:	Cathedral Dean
Supervising Staff Relationships:	Facilities Manager, Bookkeeper/Scheduler, Archives Intern (part-time), Cathedral Grant Writer (part-time).
Salary Range:	\$78,229-\$117,343

Position Summary

The Director of Operations will approach the entirety of their work with grace, good humor, and an unwavering commitment to serving the cathedral community in lifegiving ways. We seek a highly relational person with initiative and a demonstrated ability to work well with persons of all ages. As a member of the Senior Leadership Team, the Director of Operations will work closely with the dean and cathedral clergy, several program staff and lay leaders in an array of settings in support of the Cathedral's mission.

The Director of Operations is responsible for overseeing all aspects of the day-to-day operation and administration of the cathedral including its finances; protection and management of its assets; risk management; regulatory compliance; human resources; maintenance of its buildings, grounds and equipment; use of cathedral facilities; IT support services; office operations; ensuring the provision of logistical support to parish ministries and programs and external groups which use the cathedral campus; and being the public face to parishioners and community members for administrative needs. The Director supervises a talented team engaged this important work.

Responsibilities

- Oversee the operational systems, processes and policies in support of the Cathedral's mission, with special focus on cathedral support services and administrative operations.
- Manage and increase the effectiveness and efficiency of support services, with special focus on Facilities, Finance, Human Resources, and IT services
- Participate in long-term planning and implementation of strategic goals and objectives.
- Oversee overall financial management, budget planning and forecasting, reporting and document retention, systems and controls.
- Oversee facilities stewardship and management, including management of facilities staff, service contracts, bid process for vendor services; parking management; assure regular maintenance, repairs and improvements of buildings and grounds; address emergency building repairs are addressed in timely and cost-conscious way; and oversee coordinated use of facilities by parish groups and external groups.
- Develop knowledge of vendor list and work with staff to ensure cathedral's interests are addressed in work and contractual agreements.

- Update and maintain deferred maintenance list of projects to incorporate into budget cycles as appropriate.
- Monitor parish utility and energy usage for efficiency and cost control.
- Support “green practices” on campus as practical and cost effective.
- Management of budget in coordination with the Dean, Staff and Vestry.
- Oversee procedures to ensure regulatory compliance, and develop and implement policies necessary to ensure compliance.
- Oversee contracted services for Information Technology, with periodic review of those services and need for adjustments, incorporating those into budget planning.
- Oversee organization and retention of Cathedral archives, including appropriate retention and storage of fiscal documents.
- Regular meetings with Dean around fiscal planning, facilities management, and strategic visioning.
- In consultation with the Dean, work collaboratively with the Cathedral Chancellor to address legal issues related to Cathedral operations.
- Ensure that an annual risk management review is conducted, including review of insurance coverage.
- Supervise and mentor Finance Manager and Assistant Facilities Manager and Events Coordinator
- Support volunteers who staff the front desk in the cathedral office.
- Other responsibilities as assigned in consultation with the Dean.

The Director of Operations position is designed to be full-time, although proposals for creative alternatives are welcome. Health and dental insurance, pension, and a robust array of paid leave benefits (including paid sabbatical leave) are provided according to cathedral policy. Nominations, applications, and questions of any kind may be directed to the Dean until the position is filled. A complete application packet will include a cover letter, resume, and a list of three references. Appointment will be contingent upon completion of background screening and successful completion of training in the prevention of child sexual abuse as required by the Episcopal Church.

ESSENTIAL QUALITIES:

- **Visionary Leadership:** Demonstrated leadership and vision in strategic planning, managing staff groups and major projects or initiatives.
- **Missional Alignment:** understands and supports the church’s mission, vision and values.
- **Relational Connectivity:** strong interpersonal and communication skills, commitment to building relational trust with the church community.
- **Teachable & Studious:** ability to humbly receive feedback and instruction, desire to learn and pursue continuing education/training.
- **Team Player:** works well in collaboration with others, commitment to investing in people.

ESSENTIAL QUALIFICATIONS:

- Strong background and work experience in Finance and Facilities Management.
- Excellent computer skills and proficient in Microsoft 365 suite
- Excellent communication skills both verbal and written
- Knowledge and experience in organizational effectiveness and operations management implementing best practices.
- Demonstrated leadership and vision in managing staff groups and major projects or initiatives.
- Excellent interpersonal skills and a collaborative management style.
- Basic knowledge of non-profit accounting practices and budget management.
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Basic knowledge of tax, employment and other compliance implications of non-profit status

- Excels at operating in a fast pace, community environment
- Delegate responsibilities effectively

Minimum Qualifications:

- Minimum Bachelor's Degree in field related to the scope of this work or commensurate job experience.
- At least 3 years of experience in non-profit or congregational leadership preferable.
- Satisfactory completion of Safeguarding God's Children/People and background screening.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Regularly	Frequently	Occasionally
Sitting		X	
Standing	X		
Walking	X		
Climbing/balancing	X		
Lifting 50 or more pounds	X		
Reaching—with arms and hands	X		
Stooping/kneeling/crouching/crawling		X	
Talking	X		
Hearing	X		
Vision—close, peripheral, depth, ability to adjust/focus	X		
Other:			

For more information, or to apply, submit cover letter and resume via email to sthomason@saintmarks.org or by mail:

The Very Rev. Steven L. Thomason, Dean and Rector
 Saint Mark's Episcopal Cathedral
 1245 10th Avenue East
 Seattle, Washington, 98102

Disclaimer:

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.