**WMB Church** is a Christian covenant community with a main site in Waterloo, Ontario and a second site in Kitchener, Ontario, WMB is passionate about the creative expression of Christ’s mission in our neighbourhoods, city and world. We are called by God through Jesus Christ to make more and better disciples of all people by calling them to join us in responding to God’s love through repentance, baptism and love for God and neighbour.

**Our Vision:**

To be a people transformed by Jesus Christ, with faith to change the world.

**Our Mission Focus:**

Neighbours - Generations - Marginalized

**Director, Operations (CFO/COO)** [full-time]

**Position Overview:**

In support, and under the direction, of the Lead Pastor, the Director, Operations (CFO/COO) will lead and give direction to internal church operations for our multi-site organization including: finance, staff policy, HR, facilities, and implementation of the annual strategic objectives.

**Primary Position Responsibilities:**

* Assist the Leadership Boards’ Finance Committee in their governance mandate by leading and managing all financial aspects of the organization
* Oversee the development and implementation of high level operational procedures, systems, and guidelines for all aspects of ministry and operations
* Manage and oversee all Operational policies, including but not limited to the Executive Limitations, Employee Handbook and Keeping Safe (Plan to Protect); helping the lead pastor to ensure compliance with Board policy.
* Oversee maintenance, purchases, and upkeep of all technology required for the operation of the church and its ministries
* Through direct reports, oversee the daily use and maintenance of facilities, including general upkeep, ongoing maintenance, safety, rentals, and future purchases needed to maintain ministry.
* Manage the prioritization of repairs and upgrades to WMB properties as part of the current and future Capital Project(s) – managing the large budget and scope of these decisions. Maintain appropriate insurance coverage.
* Oversee the JHSC (Joint Health & Safety Committee), ensuring recommendations are processed and responded to and that the church is compliant with government regulations.
* Execute all technical pieces related to HR: hiring, leaves, terminations, time off, staff review procedures, pension and benefits.
* Lead the Senior Leadership Team (SLT), under the direction of the Lead Pastor’s larger vision, in developing the systems, structure, and plan needed to become a multi-site church that can help other churches revitalize in the future.
* Lead the SLT in making the Strategic plan operational on an annual basis, ensuring that staff understand how to incorporate the strategic objectives into their ministry plans and there is regular evaluation of progress based on solid metrics.
* Supervise 4-5 members of the Operations team (Bookkeeper, IT contactor, Custodial, Hospitality & Staff Culture)

**Required Skills:**

* Proven ability to manage multiple tasks, under strict timelines, while being highly detailed and organized.
* Proven solution oriented problem solver, adaptable in stressful situations with tight timelines.
* Clear communicator in both oral and written form - able to express ideas well, explain concepts and inspire others to join and follow you.
* Able to work with a diverse group of people, negotiating relationships professionally and lovingly while holding people accountable.
* Reliable and personally responsible, performing work in a timely, consistent manner, arriving prepared for meetings and committed to doing the best job possible.
* Experience working with Provincial and Federal HR Legislation and guidelines
* Working knowledge of accounting principles and financial tracking/reporting
* Proficient in Microsoft Office suite.

**Qualifications:**

* Must have a deep, growing personal faith in Jesus Christ and support the [Confession of Faith of the Canadian MB Conference.](http://www.mennonitebrethren.ca/resource/the-mb-confession-of-faith-digest-edition/)
* Must be, or be willing to become, a covenant Member of WMB Church
* Display strong moral character, honesty, humility and integrity
* Proven track record of effective leadership, judgement and decision making
* Bachelor’s Degree in Business or other related fields is required. Relevant professional designation(s) an asset. Post-secondary or master’s level biblical studies an asset.
* A minimum of 8 years experience as a senior leader, with direct reports, in a large church or corporate business

**Benefits:**

WMB Church offers a comprehensive benefits plan including RRSP, extended health and dental for permanent employees.

**In Brief:**

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| Position: | Director, Operations (CFO/COO) |
| Allotted hours per week: | 40-45hrs (full time position) |
| Starting Wage Range: | $65,000 - $72,000 |
| Reports to: | Lead Pastor |
| Fiscal Responsibility: | Oversee all church finances |
| Sphere of Influence / Scope of Care | Entire Congregation / Staff Team |
| Level of Responsibility with Congregation: | Financial & HR Reporting, Facility Management |
| Term of contract: | Permanent after probationary period |

This is a permanent position beginning January 7, 2019. Please email your cover letter (specifying how your skills meet the position requirements), resume, and contact information for three references to [Kim Knight, Director of Operations](mailto:kimknight@wmbchurch.ca). Please submit applications by November 16, 2018. Review of applications will commence November 12, 2018, and will continue until the position is filled.

Attention: Kim Knight, Director, Operations

WMB Church

245 Lexington Rd. Waterloo, ON N2K 2E1

Email: kimknight@wmbchurch.ca Phone: 519.885.5330 x226