



Job Description

TITLE: Director Administration
I REPORT TO: Senior Pastors
REPORTING TO ME: Facilities Manager, Procurement Coordinator, Events Manager, IT Supervisor
CATEGORY: Executive Management Team
LAST UPDATED: Feb 2020

Job Summary:

The Administrator is responsible for ensuring that the day to day operations of MLFC are running seamlessly as well as managing all administrative operations of the church by leading and directing staff.

Maintain a firm grasp on the purpose, vision, mission, values, and strategic initiatives of the ministry, ensuring that staff and leadership teams are properly aligned with direction. Ensures that the church's goals, systems, practices, and policies responsibly, strategically, and effectively support ministry initiatives.

Business Management and Retail Operations

- Handle all business dealings of the church, including liability, employee benefits, tax or property issues or other legal issues.
- Serve as a risk manager to develop loss control procedures to help reduce injuries and preserve church property.
- Manage all telephone accounts and the church's telephone system.
- Oversee and manage other retail operations of the church in line with stated goals.
- Oversee the Tuck shop.

Oversee Property and Facilities of the Ministry

- Work with the Facilities Manager to ensure that the facilities and grounds are kept in excellent condition through systems of cleaning, maintenance and improvements as well as the security of assets, property and persons on church grounds.

- Ensure that the Facilities Manager is maintaining an orderly, efficient work facility that is attractive and comfortable for staff, church members, and visitors.
- Set-up and implement an asset replacement plan to forecast needs and allocate funds for large item replacements or repair (HVAC, roof, carpet, etc.).
- Manage communications between staff and Facilities Department regarding repairs, scheduling maintenance, usage, etc.
- Oversee the scheduling of meetings and events on the Church campus and enforcing the Church policies for facility use.

Qualifications:

- Requires a minimum of 10 years' experience in significant leadership and administrative oversight.
- A Bachelor's degree in Business Administration, Public Administration or any related field.
- A keen sense of detail, precision and a drive to ensure adherence to high standards.
- Preference is given to those who have worked in a church or ministry setting.
- Has experience in, and zeal for the work of ministry.
- Has a strong marriage and family life.
- Has a willingness to grow.
- Exhibits strong leadership, coaching and relational skills.
- Exhibits a strong devotional life and an abiding relationship with Jesus Christ.
- Has an ability to think critically and systematically to identify roadblocks to achieving the vision of the church.
- Has an ability to identify, equip, and deploy new leaders.
- Entrepreneurial, with an ability to conceptualize and implement new projects & ministries in a timely manner.
- Excellent verbal and written communication skills.
- Ability to work in a rapidly changing environment.
- Ability to resolve conflict in a productive manner.
- Ability to take direction & feedback; collaborative & team-focused.
- Demonstrates sensitivity to people from diverse ethnic, cultural and socio-economic backgrounds.
- Must show an ability to tactfully interface with a diverse group of people.
- Must be in agreement with MLFC's statement of faith, vision, mission, values, and practices.

Other:

- Serve on the Executive Management Team with the Senior Pastors, Executive Pastor and Dean of RBTCZ.
- Meet with the EMT to help set strategy and make "big picture" decisions for the ministry.

- Be loyal to the Senior Pastors and EMT and to the Ministry's vision, mission, and values.
- Provide care, love and encouragement to all staff and lay leaders with whom you have contact or dealings.
- Perform all other duties assigned by the Senior Pastors.
- Adhere to the MLFC Staff Statement of Ethics.

Personal Attributes

- Competent Leader who pays attention to detail
- Solution oriented – a big and small thinker who is able to understand the large vision and the bigger picture of where the church is going and lead the team through the miniscule details of how to make it happen
- Compassionate
- Good Listener
- Visionary
- Self-Motivated
- Driver