



Operations Director

Job Description

Job Title: Operations Director

Reports To: Ministry Director

FLSA Status: Exempt

Full-time

Summary: Responsible for the administrative and operational activities of Unity of Tustin. Institutes innovative programs and sources non-profit opportunities to develop organization.

Duties and Responsibilities include the following. Other duties may be assigned.

Responsible for being the facilitator and coordinator of relationships and completing work to be accomplished between the staff, spiritual ministry team, board, and volunteers with the pursuit of continuous improvement to assure Unity of Tustin accomplishes its vision and mission by performing the following duties.

1. Provides administrative and executive leadership for Unity of Tustin. Direct, coordinate, facilitate, implement, and monitor the day-to-day business and overall activities of the ministry.
2. Recruiting, hiring, training and directing all staff members. Handles all human resources management including development plans for staff.
3. Coordinates rentals including weddings, retreats and other groups in compliance with our non-profit status.
4. Oversees IT function including AV, computer network and organization hardware.
5. Oversees and implements financial policies, procedures, systems and controls.
6. Serves as point of coordination between staff, Spiritual Ministry Team, Board of Directors, and community in collaboration with Ministry Director.
7. Develops and directs events such as workshops and classes. Responsible for sourcing speakers and programs and assessing effectiveness of these events.
8. Researches non-profit grants and other streams of income. Implements programs as appropriate.

9. Oversees all communications including written and digital as well as social media. Handles marketing of all church activities.
10. Attend staff, board and special event meetings as scheduled.
11. Assures that all financial reports required by government agencies, Unity Worldwide Ministries, the board of directors, and the congregation are completed and provided in a timely manner.
12. Leads development of short and long-term budgets, in collaboration with board, and provides daily operation oversight of all finance functions.
13. Coordinates and implements church strategic plans along with the SMT & board of directors.
14. Responsible for all accounts receivables, account payables, and the management of the accounting function.
15. Generates all quarterly and annual giving statements and distributes to the congregation.
16. Assures that facilities are maintained in safe and satisfactory condition by providing oversight to the facilities coordinator.
17. Coordinates all aspects of the annual meeting which includes the board elections and ensuring that the by-laws are followed.
18. Maintains databases and ensures that all contributions are correctly allocated.
19. Maintains and selects all outside vendors that are utilized in collaboration with facilities coordinator.

Call Mary Jeanne Hawes, Ministry Director at 714-730-6392 or email maryjeanne@unitytustin.org.

