



Job Title: Executive Director of Operations
Organization: Grace Church
Location: Glendora, CA
Job Type: Full-Time
Reports To: Executive Pastor

About Grace Church

Grace Church is a vibrant, mission-driven community of over 1,100 weekly attendees located in the heart of Glendora, California (greater Los Angeles area). Our mission is simple yet transformative: *Helping people find and follow Jesus*. This mission is lived out through our core values; **authenticity, generosity, community, diversity, and practical Bible teaching**.

Our campus is designed to foster connection and spiritual growth. It features multiple buildings, two worship venues, dedicated kids and student spaces, a gymnasium, a coffee shop, an outdoor plaza, a sports field, office building, and several meeting rooms. Under the leadership of Pastor Kevin Finkbiner, we are passionate about creating environments where lives are transformed and faith is deepened.

Position Overview

The **Executive Director of Operations** is a senior-level leader responsible for the strategic oversight and execution of Grace Church's **financial, administrative, operational, HR, and compliance functions**. This individual will work closely with the Executive Pastor, Lead Pastor, and ministry teams to ensure operational excellence across all areas of the church's infrastructure.

The ideal candidate brings a strong background in organizational leadership, financial management, and team development—paired with a heart for ministry and spiritual maturity.

Key Responsibilities

Financial Leadership & Stewardship

- Lead financial planning, budgeting, and reporting processes.
- Analyze key performance indicators and present insights to the Elder Board and Executive Team.
- Oversee payroll, accounts payable, benefits administration, and banking relationships.
- Supervise and develop finance staff; coordinate with external accounting partners.

Facilities Management

- Lead and develop the facilities team; ensure regular maintenance and safety compliance across campus.
- Oversee facility scheduling for services, events, and third-party usage.
Manage vendor contracts, equipment inspections, and long-term facility planning.

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Human Resources & Administration

- Direct all HR functions, including hiring, onboarding, training, evaluations, and compliance.
- Maintain accurate personnel records and ensure legal HR practices.
- Oversee church databases, records, and administrative systems.

Operational Strategy & Innovation

- Evaluate and improve current systems and processes for greater effectiveness and efficiency.
- Align operational resources—people, facilities, and tools—with church-wide strategic goals.

Vision Alignment & Strategy Execution

- Collaborate with the Executive Team to translate vision into actionable plans.
- Ensure cross-departmental coordination and strategic alignment at all levels.
- Contribute to long-term planning, ministry development, and resource allocation.

Team Development & Leadership

- Provide coaching, feedback, and spiritual guidance to direct reports and ministry teams.
 - Foster a healthy, collaborative, and accountable staff culture.
- Facilitate leadership development meetings and training initiatives.

Qualifications

- Bachelor's degree in Business Administration, Operations, or related field (Master's preferred).
- Proven leadership experience in church, nonprofit, or organizational operations.
- A spiritually mature believer with a demonstrated call to ministry.
- Strong financial literacy and experience with budgeting and reporting.
- Background in HR and facilities management.
- Skilled in team leadership, communication, and strategic planning.
- Proficient in business software and database management systems.
- Fully aligned with the mission, values, and statement of faith of Grace Church.

How to Apply

Please submit your **resume and cover letter** to:

ewatkins@grace-church.com

Applications will be reviewed on a rolling basis.

Salary range \$115-125K