

# Director of Operations & Staff Leadership

*Business Director / Business Manager*

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## POSITION TYPE

Paid, Part-Time to Start

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## HOURS

20–25 hrs/week (growth potential to full-time)

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## REPORTS TO

Senior Pastor

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## CATEGORY

Operations & Staff Leadership

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The Director of Operations & Staff Leadership serves as the chief administrative and operational leader of Second Baptist Church Reno. This role ensures that the church's systems, staff, finances, and facilities operate effectively so that ministry leaders — and especially the Senior Pastor — can focus on spiritual leadership, discipleship, and mission. Functioning as a chief-of-staff-type position, this leader translates vision into execution and safeguards the organizational health and sustainability of the church.

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## 1 Operations & Administration

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Oversees day-to-day operations of the church

Develops and maintains efficient systems for administration, scheduling, and workflow

Ensures compliance with policies, procedures, and legal requirements

## 2 **Staff Leadership & HR**

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Supervises all paid staff (excluding pastoral staff unless delegated)

Oversees hiring, onboarding, evaluations, and staff development

Provides clarity of roles, expectations, and accountability

Manages personnel issues with professionalism, confidentiality, and pastoral sensitivity

## 3 **Financial & Stewardship Oversight**

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Oversees financial systems in partnership with the Trustees

Supervises the Property & Finance Manager

Ensures accurate bookkeeping, payroll, and reporting

Assists with budgeting, forecasting, and financial planning

## 4 **Facilities & Property Management**

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Oversees church facilities and rental properties

Coordinates maintenance, improvements, and vendor relationships

Ensures safe, functional, and mission-aligned use of all property

## 5 **Leadership Support**

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Works closely with the Senior Pastor to implement vision

Supports ministry directors with operational resources

Serves as a bridge between staff, trustees, and ministry leaders

## 6 Qualifications

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Strong organizational and leadership skills

Experience in administration, operations, HR, or business management

Ability to lead people with clarity and compassion

High integrity, discretion, and professionalism

Comfortable working in a church and ministry context

This position begins as a part-time role (20–25 hours/week) with the opportunity to grow into a full-time position as the ministry and operational needs of the church expand.

*“Let all things be done decently and in order.”*

1 CORINTHIANS 14:40

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LEADERSHIP

