
SUMMARY OF POSITION

The Director of Operations is responsible for overseeing the facility operations of Eagles Landing First Baptist Church and Eagles Landing Christian Academy, ensuring that the church and school facility, systems, resources, and support services effectively advance their respective missions. Proven leaders are adept at managing diverse, cross-functional teams including maintenance, security, transportation, administration, and custodial personnel. Expert in driving long-term organizational value through strategic project planning, preventive and predictive maintenance, and rigorous safety and compliance management. Skilled financial steward with proven experience in department budgeting, vendor and contractor management, and leveraging strong negotiation skills alongside deep building systems knowledge to optimize operational efficiency and institutional safety.

QUALIFICATIONS AND REQUIREMENTS

- A requirement of our staff is that you *love your job!*
- Demonstrates the qualities of being **humble, hungry, and smart** – prioritizing the team over self, showing initiative and diligence, pursuing growth, and exercising wisdom in relationships.
- A growing, authentic follower of Jesus Christ with a demonstrated lifestyle of obedience.
- A clear calling and passion for disciple-making and spiritual formation in the local church.
- Proven ability to lead, disciple, and develop both staff and volunteer teams.
- Alignment with ELFBC's leadership, mission, vision, values, and philosophy of ministry.
- Strong communication, relational, and organizational skills.
- Ability to assess, improve, and lead systems and processes with attention to detail.
- Must be or become an active member of Eagle's Landing First Baptist Church.
- Proficient in Mac-based and web-based software tools.
- Ability to maintain discretion and keep sensitive information confidential.

RESPONSIBILITIES

Operations Leadership

- Effectively balance strategic vision with tactical, day-to-day execution to ensure Eagle's Landing First Baptist Church runs efficiently and safely and provide operational support for Eagle's Landing Christian Academy.
- Maintain professional and value alignment with Eagle's Landing First Baptist Church leadership team.
- Collaborate with ministry leaders to ensure operational needs are met for church-wide initiatives and Tier One events.
- Direct diverse, multi-disciplinary teams and foster cooperation and collaboration across different departments.
- Manage and direct personnel departments and projects, including facilities, maintenance, security, event support, new and renovation construction projects, administrative, and operational systems.
- Develop efficient systems that support ministry while promoting excellence, stewardship, and safety.

Facilities & Maintenance

- Provide leadership and oversight for custodial services, building and grounds maintenance, vehicle fleet, security systems, and kitchen equipment.
- Regularly inspect facilities and grounds to ensure they are clean, safe, functional, and ministry ready.
- Monitor work order systems and ensure timely completion of maintenance requests.
- Ensure compliance with applicable safety standards, inspections, and regulatory requirements.
- Optimize asset lifecycles to maximize operational efficiency.
- Ensure all required inspections by regulatory agencies (local, state, and federal) are performed.

Projects & Capital Improvements

- Prepare scopes of work, obtain and evaluate bids, and oversee construction, renovation, and capital improvement projects.
- Manage contractors and vendors to ensure projects are completed on time, within budget, and to expected quality standards.
- Manage vendor relationships, negotiate competitive service fees, and strict adherence to safety protocols.

Budget & Resource Management

- Prepare and manage annual operating budgets for operational departments for both church and school.
- Provide responsible stewardship of church resources through effective purchasing, maintenance planning, and vendor management.
- Develop and implement preventative and predictive maintenance schedules, anticipate facility needs, and execute long-term project planning.

Event & Ministry Support

- Oversee the church calendar and facility scheduling to ensure events align with church policies and operational capacity.
- Coordinate logistics, setup, and operational support for church-wide events and major ministry initiatives.
- Partner with ministry leaders to remove operational barriers and improve ministry effectiveness.

Leadership & Collaboration

- Lead, develop, and care for operations staff and volunteers.
- Work closely with the IT team regarding facility and infrastructure needs.
- Participate in leadership meetings as directed by the Executive Pastor and provide regular updates on operational priorities, projects, and budgets.

Position: Director of Operations

Reports To: Associate Pastor

Category: Full-Time / Exempt / Level V

Campus: McDonough