



Position Description | Executive Operations Director

Reports to: Senior Pastor

Direct Reports: Accountant, IT Specialist, Database Specialist, Admin staff

Position Summary: The Executive Operations Director (EOD) provides strategic and day-to-day leadership for the operational life of the church, ensuring that systems, staff, and resources support the mission, vision, and values of Fair Oaks Church. Reporting to the Senior Pastor, the EOD oversees Human Resources, Finance, and Office Administration, enabling ministry leaders to focus on discipleship, leadership, and pastoral care.

Human Resources (People & Culture) 40%

- Lead with a people-first approach that reflects the values and mission of Fair Oaks Church.
- Oversee all aspects of the employee lifecycle, including onboarding, performance management, compensation, benefits administration, and offboarding.
- Maintain accurate and confidential employee records, job descriptions, and personnel files.
- Support supervisors in recruitment, hiring, conflict resolution, corrective action and performance development processes.
- Ensure compliance with all applicable federal, California, and local employment laws and regulations.
- Serve as a trusted advisor to senior leadership on staff-related matters.
- Serve as Custodian of Record for Fair Oaks Church managing livescan requirements for Fair Oaks Church and its ministries.

Administration and Systems 35%

- Supervise office administration functions, including front desk staff and volunteers, administrative assistants, IT department, and office management.
- Ensure smooth daily operations of the church office, including communication systems, records management, and administrative workflows.
- Develop and improve systems that support staff efficiency, collaboration, and clear communication.
- Serve as a central coordination point between operational departments and ministry teams.

Finance Oversight 25%

- Provide strategic oversight of church finances in partnership with the Finance Elder, Finance Commission, Accountant, Treasurer, and Senior Pastor.
- Oversee budgeting, financial reporting, cash flow management, and internal controls.
- Ensure timely and accurate financial statements for leadership and governing bodies.
- Support annual budgeting and review / audit processes.
- Ensure compliance with nonprofit financial standards and best practices.
- Translate financial information into clear, actionable insights for church leadership.

Core Competencies

- Servant-Leadership: Models Christlike humility, care, and integrity.
- People-Oriented: Builds trust, fosters collaboration, and supports staff well-being.
- Operational Excellence: Balances people-centered leadership with strong systems and processes.
- Discernment: Exercises sound judgment in handling confidential and sensitive matters.
- Adaptability: Thrives in a dynamic ministry environment with grace and professionalism.

Qualifications

- Has an authentic and growing faith in Jesus Christ as well as theological alignment with the EPC.
- Bachelor's degree in human resources, Business Administration, or a related field (or equivalent experience).
- 5+ years of HR or operations management experience; nonprofit or church experience preferred.
- HR Certification (SHRM-CP/SCP, PHR/SPHR) preferred.
- Demonstrated leadership and supervisory experience.
- Strong organizational, interpersonal, and communication skills.
- Working knowledge of HR best practices, employment law, and staff development.
- Ability to manage multiple priorities with attention to detail and follow-through.
- Proficiency with HR software, scheduling systems, and Microsoft Office / Google Workspace.
- Prior professional bookkeeping experience, and/or equivalent degree in Business/Accounting.

Work Schedule: Monday-Friday. Office hours to be determined in coordination with supervisor.

Job Status: Full-time, exempt.

Compensation: Fair Oaks Church provides compensation commensurate with other churches with similar positions in our area. Annual pay range of \$75,000-\$90,000; health benefit (medical and dental 100% employee, 50% dependents), vacation, long-term disability and ADDI 100% employee only, basic life insurance policy of \$15,000, Determination of placement in the pay range will include consideration of education, training, and experience.

To Apply: Submit a cover letter and resume to jobs@fopc.org