

## **Director of Operations**

### **Blessed Sacrament Parish, Hollywood**

***\$85,000 - \$95,000 dependent on experience***

Blessed Sacrament Hollywood is a diverse Catholic community alive in the heart of Hollywood. We worship God, embrace all people, and form disciples. We help everyone discover their own unique adventure within the transformative epic of God.

As a growing parish, we are hiring a full-time exempt Director of Operations; the chief administrator of the parish, responsible for the efficient daily management of the operations of the parish office and facilities, who will supervise office and maintenance staff. As an integral part of the Leadership Team, reporting directly to the Pastor, the person in this role will help implement the vision of Blessed Sacrament to follow Christ in love and lead Hollywood to greater love.

Responsibilities include:

- Directly manage a staff of 10+ including volunteers; recruitment, hiring, training, and management, compliance, policies and procedures, in consultation with the Leadership Team.
- Manage financial reporting and analysis, ensure accurate/timely submission of financial information, assist with annual audit, oversee envelope reporting, issuance of tax receipts, internal controls, and manage the overall budget.
- Coordinate donor letters, inquiries, and mailings.
- Manage facilities (single point of contact), including buildings, parking lots, maintenance, insurance, room rental/promotions, student records, security system, network, access, and passwords.
- Manage marketing campaigns and materials, publications, website, online communications, and outdoor signage.

Qualifications of the ideal candidate:

- 5+ years prior people management experience; lead, motivate, and inspire the team to build a collaborative work environment
- 5+ years prior facilities management experience; ability to learn and apply relevant local, state, and federal legislation, regulations, and Archdiocesan policies.
- 5+ years prior office management experience; proficiency with technology and ability to independently learn and work with new software, systems, and tools.

Experience with database management and/or membership software is an asset.

- Demonstrated skills in project management, problem-solving, and time management skills.
- Excellent interpersonal, written, and oral communication skills with the ability to work collaboratively within a diverse parish community with discretion, sensitivity, and professionalism. Able to work proactively and independently, or as part of a team. Demonstrated flexibility and agility in managing a diverse set of responsibilities and priorities.
- Experience working within a faith-based community is an asset. Work ethic and an outlook that are compatible with the mission and values of the parish. Because all Archdiocesan employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.
- This is a full time position, but because the DOO is expected to be present Sundays, there is flexibility in regards to M-F hours. And given it is a parish, some evening hours as needed. On-call 24-hour emergency contact for security, fire, and police.
- Employee benefits include vacation and sick time; health, dental, and vision insurance; and a pension plan. (Pension plan eligibility requires a minimum of one full year of employment.)
- Background checks and safe-environment training are required of all parish employees and volunteers.

**To apply for this position**, please send a cover letter that outlines how your experience and interests align to create success in this role, along with your resume, to [lynnhansen@blessedsacramenthollywood.org](mailto:lynnhansen@blessedsacramenthollywood.org) on or before September 30, 2023. Please quote “Director of Operations” in the subject line. We welcome all applicants; however, only those who have been selected for an interview will be contacted.