



POSITION DESCRIPTION

JOB TITLE: Director of Business Operations

REPORTS TO: Senior Minister

RELATES TO: Executive Team, Staff, Congregation

General Description: Reporting to the Senior Minister and serving as an integral member of the senior management team, the Director is responsible for the effective operation of the organization. The Director will work closely with Board committees on Unity on the Bay's **financial management strategy** and contribute to the continued **development of the organization's long-term goals for a premier physical spiritual center, as outlined in our Strategic Plan.** In addition to the strategic components, the Director will be charged with developing and implementing **policies and procedures both in the finance and general operational realms.** The Director has operational responsibilities within the Finance, Human Resource, Facilities Management, IT, Administration and potential Retail Ministries of Unity on the Bay.

Specific Duties and Responsibilities:

Strategy, Vision and Leadership

1. Advise the Sr. Minister and other key members of senior management on financial planning budgeting, cash flow, investment priorities, and policy matters.
2. Serve as the financial management liaison to the board; effectively communicate and present critical financial matters at select Board of Trustees and committee meetings.
3. Contribute to the development of Unity on the Bay's strategic goals and objectives as well as the overall management of the organization.
4. Works with Executive Team and Board of Trustees to develop processes of ongoing organizational assessments, strategic planning and implementation and business planning.
5. Works closely with Board, Executive Team and Building Committee in redefining the business model and strategies of Unity on the Bay and in building our future facility (legal, architects, contractors).
6. Creates business plans in support of Unity on the Bay's programs.

Organizational Management

1. Oversee, direct, and organize the work of the finance and operations teams (facilities, special events and retail).
2. Represent the organization, as necessary, in banking, rental and contract negotiations.
3. Works with a contractor to maintain and troubleshoot IT equipment (server, laptops, projectors, TVs, tablets, phones, mail machine, copiers, etc.) and software support (database program, POS systems, etc.).

Human Resource Management

1. Responsible for Human Resource management, including Salary administration, benefits management, and employment policies and procedures.

2. Works with Associate Minister in support of volunteer management, including the revision and maintenance of volunteer policies and procedures.
3. Promote a culture of high performance and continuous improvement that are in accordance with Unity on the Bay's values with a strong commitment to quality.
4. Ensure staff members receive timely and appropriate training and development.
5. Oversee and monitor staff performance to include development goals, accountabilities, objectives and organizational priorities; and oversee annual performance appraisals.

Financial Management

1. Development of resources sufficient to ensure the financial health of Unity on the Bay.
2. Ensure the preparation of annual financial plan and monthly financial reports including ongoing cash forecasts.
3. Oversee reserve fund and investment management.
4. Oversee insurance, contracts, leases.
5. Review and approve contracts for services.

Employment Standards:

1. Bachelor's degree, MBA preferred.
2. **Five or more years senior nonprofit management experience preferred.**
3. Demonstrates strong emotional and spiritual maturity.
4. Understands and supports Unity Principles
5. High-level strategic thinking and planning.
6. Ability to communicate organizational values, mission and vision to staff, Board, donors, volunteers, and the overall community.
7. Demonstrated to oversee and work in collaboration with staff
8. Proven track record in business planning and development.
9. History of successful development of new revenue streams.
10. Strong organizational abilities including planning, delegating, program development and task facilitation.
11. Strong financial management skills including preparation of financial plan, analysis, decision making, and reporting.
12. Strong written and oral communication skills.
13. Excellent work ethic.