

We are looking for an **Executive Operations Director**



The Opportunity

This is not a maintenance role—it is a build, refine, and lead role.

We are seeking a high-capacity Executive Operations Director (EOD) to help lead the largest and (we think) one of the most dynamic churches in the PCA in South Carolina (~1,700 members). This role is for a proven operator who thrives in complexity, sees opportunity where others see friction, and is motivated by the chance to strengthen an organization for greater Kingdom impact.

The EOD will play a critical role in shaping how a large, multi-faceted church and its K–8 Christian academy function at a high level—financially, operationally, and organizationally—so that our pastors can remain focused on shepherding and ministry.

If you are energized by building systems, leading teams, solving problems, and driving measurable improvement in a mission-driven environment, this role will stretch and reward you.

**Send your resume, cover letter, and a
three minute video introduction to:**

Shannon Outen
Executive Pastoral Assistant
souten@mitchellroad.org
Deadline: May 1, 2026

mitchellroad.org



Who We Are

We are a multi-generational congregation committed to:

- Resting in Grace
- Hope-filled Discipleship
- Courageous Living
- Loving Community

We live this out through:

- Celebrating Christ
- Equipping the Church
- Engaging the World

While we are a large church, we are deeply committed to cultivating meaningful community, strong shepherding, and a culture where people are known and cared for.

Position Purpose

The Executive Operations Director serves as the operational and strategic backbone of the organization.

Working closely with the Executive Pastor, the EOD ensures that vision becomes execution—through strong financial stewardship, disciplined operations, and effective organizational systems. This role exists to remove administrative burden from pastoral staff and to build an operational environment where ministry can flourish.

The EOD oversees the business and operational functions of both the church and its K–8 Christian academy (under a single 501(c)(3)), including finance, HR, facilities, IT, and risk management.

What You Will Own

1. Organizational Leadership & Execution

30%

You will lead the operational engine of the church.

- Translate vision into systems, processes, and measurable outcomes
- Build and lead a high-performing operations team across multiple disciplines
- Identify inefficiencies, solve problems, and implement scalable solutions
- Strengthen communication, alignment, and accountability across a complex staff structure

2. Financial Strategy & Stewardship

30%

You will bring clarity, discipline, and foresight to financial leadership.

- Lead budgeting, forecasting, and long-range financial planning
- Oversee all financial operations, controls, and reporting with integrity and transparency
- Partner with leadership to align financial resources with ministry priorities
- Ensure audit readiness, compliance, and strong financial accountability
- Help cultivate a culture of generosity and wise stewardship

3. People Systems & HR Leadership

15%

You will professionalize and strengthen how we care for and lead staff.

- Oversee the full employee lifecycle—from hiring to development to transitions
- Build clear structures for roles, performance, and accountability
- Lead compensation, benefits, and payroll systems with clarity and equity
- Ensure compliance with employment law and PCA standards
- Develop policies and practices that support a healthy, thriving staff culture

(What You Will Own, cont.)

4. Operations, Facilities & Risk

15%

You will ensure excellence in the environments where ministry happens.

- Oversee campus safety for church and academy operations
- Lead facilities stewardship across a large, multi-use campus
- Manage insurance, legal coordination, and organizational risk
- Direct capital projects and long-term infrastructure planning
- Ensure technology systems effectively support ministry and staff work

5. Ministry Enablement

10%

You will make ministry easier to execute and scale.

- Provide ministry leaders with the infrastructure needed to succeed (budgeting, logistics, contracts)
- Lead the Business Office to deliver exceptional administrative support
- Remove friction so pastors and ministry leaders can focus on people, not process

Who You Are

- A builder who enjoys improving systems, not just maintaining them
- A leader who can manage both details and complexity without losing sight of mission
- A problem solver who takes ownership and drives results
- A clear communicator who builds trust across teams and leadership levels
- A humble, service-oriented leader who thrives in a ministry context

Qualifications

- Experience: 10+ years of progressive leadership in operations and finance (non-profit or large church experience strongly preferred)
- Education: Bachelor's degree required; MBA, CPA, or equivalent strongly preferred
- Technical Strength: Strong financial acumen (accounting, audit, cash flow), systems thinking, and experience with databases and operational software
- Leadership: Proven ability to lead diverse teams (finance, HR, facilities, IT, administration)

Theological & Cultural Alignment

- Committed follower of Jesus with a growing, active faith
- Aligned with PCA theology; member or willing to become a member
- Demonstrates integrity, discretion, and trustworthiness
- Motivated by serving the Church with humility and excellence

Reporting Structure

- Reports to the Executive Pastor
- Works closely with the Lead Teaching Pastor, Session, and Diaconate

Direct Reports

- Financial Director(to be hired)
- HR Manager
- Accountant
- Technology Systems & User Support Specialist
- Safety & Facility Project Manager
- Facilities Operations Manager
- Fractional IT - Outsourced

Compensation

- Salary: \$115,000 – \$135,000 (commensurate with experience)
- Benefits: Competitive benefits package including Health, Dental, Vision, HSA, Life, Disability, Retirement and PTO.

Why This Role Matters

This role directly impacts the effectiveness of the church's mission.

Success means:

- Pastors are freed to focus on shepherding and teaching
- Staff are aligned, supported, and thriving
- Systems are clear, scalable, and efficient
- Resources are stewarded wisely and strategically
- The church is positioned for sustained, meaningful Kingdom impact

The Challenge

This is a demanding role in a complex, high-capacity environment. It requires initiative, resilience, and a willingness to lead through ambiguity and change.

But for the right leader, it is a rare opportunity:

to build, to strengthen, and to watch God work through a healthy and well-ordered church.

If that excites you, we would love to talk.

**This position description design does not cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may be assigned (or changed) at any time with or without notice.*

Interested candidates should submit a resume and cover letter to Shannon Outen, Executive Pastoral Assistant, at souten@mitchellroad.org by May 1, 2026.