



TRINITY EPISCOPAL CHURCH

3243 N. Meridian St., Indianapolis, IN 46208
(317) 926-1346 | trinitychurchindy.org

Director of Operations

Trinity Episcopal Church, Indianapolis, IN

POSITION DESCRIPTION

Trinity Episcopal Church, an endowed, vibrant, growing parish in Indianapolis, IN, seeks a warm and welcoming administrator to be our Director of Operations. The Director of Operations will have primary responsibility for the business affairs of the parish—with oversight over all matters pertaining to facilities, finances, human resources, information technology, office administration and support of ministries. He/she/they will uphold Trinity's values of mission-focused hospitality, stewardship, service, communication, justice and respect for all. Trinity has a rich history of incubating and hosting partner ministries; St. Richard's Episcopal School, St. Nicholas Early Learning Center, Mid-North Food Pantry, Neighborhood Christian Legal Clinic, and Trinity Services Corps reside on our campus, while Trinity Haven is very nearby. Tending the complex financial and institutional relationships with these and other partners adds complexity and opportunity to this dynamic position.

The Director of Operations reports to the Rector of the parish. His/her/their direct reports will include the Director of Facilities, Finance Administrator and a shared Executive Assistant. The Director of Operations will also have HR oversight over contract security, IT, and nursery personnel.

Trinity is passionate about diversity. Persons of color and LGBTQ+ individuals are encouraged to apply.

RESPONSIBILITIES INCLUDE

- Oversee operational systems, processes and policies in support of Trinity's mission, with special focus on campus support services and administration.
- Manage and increase the effectiveness and efficiency of support services specifically Facilities, Finance, Human Resources, Security and IT services.
- Participate in long-term planning and implementation of strategic objectives.
- Oversee overall financial management, budget planning and forecasting, reporting and document retention, systems and controls.
- Oversee facilities stewardship and management, including management of facilities staff, service contracts, bid process for vendor services; assure regular maintenance, repairs and improvement of buildings and grounds; address emergency building repairs in timely and cost-conscious way; and oversee coordinated use of facilities by parish and external groups.
- Support Trinity's annual stewardship appeal and other fundraising campaigns with data-driven strategy and engagement with donor management.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Bachelor's Degree (in management or finance preferred); five years of management experience. Strong skills in communications and human relations, problem solving, financial management, and organizational management. Experience with non-for-profits and/or churches with budgets in excess of 1M will be valued, as will be experience with fundraising. A high emotional intelligence will be critical in order to be successful in this role.

COMPENSATION / BENEFITS

The Director of Operations position is full-time. Health and dental insurance, pension, and a robust array of paid leave benefits are provided according to diocesan and parish policy. Appointment will be contingent upon completion of background screening and successful completion of training in the prevention of child sexual abuse as required by the Episcopal Church.

FLSA: Exempt

Start Date: January 2022, or sooner

Parish Website: <https://trinitychurchindy.org/>

To Apply: Please submit Cover Letter and Resume to search@trinitychurchindy.org before 11/15.