



Job Description

Position: Business Manager
Reports to: Executive Director of Operations – Mike Miller
Schedule: Part-time (half-time); Hourly, Non-Exempt
(1,200 hours per fiscal year)

Employment

Classification: Manager/Coordinator (C)

Role Overview:

This role reports to the Executive Director of Operations and works primarily out of our Central staff offices. They will serve the mission and vision of the church through administrative support to the Executive Director of Operations, assisting in their role as Business Administrator of the church. This role will also support the Operations departments of the church, listed below.

Executive Director of Operations:

- Manage calendar, schedule events, and arrange meetings on their behalf.
- Handle projects, tasks, and communications as assigned.
- Make purchases on their behalf, such as travel arrangements, books, conferences, etc.
- Coordinate the approval of Facility Use Agreements.
- Develop and/or produce reports that inform management of church operations.
- Support the workflow and team-building events for the Operations Team.
- Serve as general staff contact for Assistance Fund Committee requests and applications.
- Facilitate the compilation of periodic Compass NEWS for Staff; submit to Communications.
- Manage various church Operations requests in Executive Director of Operation's absence.

Business Services:

- Coordinate communications with most entities with whom the church has contracts. Examples include insurance brokers, equipment leases, real estate leases, etc.
- Coordinate appropriate record retention of the church's files, including legal documents, contracts, facility use agreements, etc.
- Manage and archive all building documents, blueprints, work permits, etc.
- File annual reports, tax exempt status renewals, ECFA renewals, and facilitate compliance with related certification procedures.
- Obtain additional ministry coverages and Certificates of Insurance as needed.
- Suggest, support and implement cost-saving measures and church administration guidelines.
- Manage various other Business Services projects.

Support Operations Departments as assigned by the Executive Director:

Finance:

- In lieu of additional Staff, assist with accounts receivable
- Provide overflow support to the department

Human Resources:

- Support recruiting, hiring, onboarding, benefits administration, & exiting for all staff positions.
- Support and/or backup the HR Director in running payroll.
- Maintain current, accurate, and confidential employee files.
- Work with the HR Director to carry out decisions made regarding all areas of employment.

Stewardship:

- Prepare communication to new givers with resources provided by Pastor of Stewardship.
- Help manage quarterly communication with all financial contributors coordinating with Senior Staff, Operations and Communications team.
- Help with other reporting and communication needs from Stewardship ministry.

Safety & Security:

- Provide administrative support to the Safety & Security department, including:
 - Tracking the need for and completion of background checks
 - Training requirements
 - Grant administration

Desired Proficiencies:

- Strong administrative and organizational skills with a broad business acumen.
- Attention to detail and thrive in complex environments.
- Strong and effective communication skills building credible relationships across all levels of the organization.
- Strong computer proficiency.

Additional Requirements:

- Attend monthly All-Staff meetings.
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Must have a demonstrable desire to grow closer to God.
- Attend The Compass Church weekend worship services on a regular basis.
- Be a member or become a member of The Compass Church within 12 months of employment.
- Working knowledge of Microsoft Office.
- A willingness to take on other duties as assigned.