

## Job Posting: Director of Operations

### **Olivet Lutheran Church – Sylvania, Ohio**

*Full-Time | Salaried | Benefits Included*

Olivet Lutheran Church is seeking a compassionate, organized, and mission-driven **Director of Operations** to lead the administrative and operational functions of our vibrant congregation. This full-time leadership role supports our pastors, staff, and volunteers in creating a welcoming and well-managed environment where ministry can thrive.

#### About Olivet

Rooted in the Lutheran tradition and active in the Sylvania community since 1913, Olivet is a congregation committed to worship, service, and spiritual growth. We host a variety of ministries, including the Olivet Christian Nursery School, and strive to be a place of grace, hospitality, and faithful stewardship.

#### Role Overview

The Director of Operations oversees the church's daily operations, including facilities, finances, HR, and administrative support. This person will supervise office staff and volunteers, manage vendor relationships, and ensure that all systems run smoothly in support of Olivet's mission.

#### Key Responsibilities

- Lead and supervise office staff, custodians, and volunteers
- Oversee building maintenance, security, and vendor contracts
- Manage payroll, budgeting, and financial reporting in collaboration with the Treasurer and Financial Secretary
- Provide administrative support to pastors, Congregational Council, and ministry teams
- Maintain personnel records and conduct annual staff reviews
- Coordinate church communications including bulletins and newsletters
- Serve as the primary contact for building security and emergency response

#### Qualifications

- Bachelor's degree in Business, HR, Facility Management, or related field

- Minimum 5 years of supervisory experience, preferably in a nonprofit or ministry setting
- Strong organizational, interpersonal, and communication skills
- Proficiency in Microsoft Office and accounting software
- Commitment to confidentiality and professional conduct
- Active membership in a Christian congregation in NW Ohio or SE Michigan

#### Position Details

- Full-time, salaried position (minimum 40 hours/week)
- Salary commensurate with experience and education
- Benefits include medical, dental, vision, pension contributions, and paid vacation
- Initial 90-day review followed by annual performance evaluations
- Reports to the Congregational Council President and collaborates with the Lead Pastor

#### How to Apply

Interested candidates should submit a resume and cover letter to:

**[operations@olivetsylvania.org](mailto:operations@olivetsylvania.org)**

Subject line: *Director of Operations Application*

Applications will be reviewed on a rolling basis until the position is filled.