

Mauldin First Baptist Church
Job Profile
Director of Operations

General Profile

- Be a devoted disciple of Jesus with a servant-leadership style and heart
- Proven effectiveness in problem solving and decisions making
- Excellent people skills and leadership qualities
- Gifts of administration, organization and finance
- An organizer and a proactive self starter
- Possess strong and positive people skills, with the ability to relate well to both staff members and church members, and the ability to build healthy teams
- Maintain absolute confidentiality in regards to ministry business and financial information
- Carry a minimum of 3 years of experience in supervising in multiple staff settings, along with managing large budgets of over \$3 million annually
- Strong preference for Bachelor's degree
- Proficiency in common computer software platforms, such as Microsoft Office and Pro Presenter, church policies and procedures manuals and calendaring. Experience with Subsplash a plus.
- Ability to work with a flexible schedule
- Compensation commensurate with experience