

Job Title:	Managing Director		
Reports to:	Bishop / CEO		
Location:	2000 Center Street Berkeley, CA 94704. www.spselca.net	Travel Required:	Some regional travel required (10 – 15%)
Salary/rate	Up to \$100,000/year <i>based on experience</i>	Position Type:	Exempt

Job Description

POSITION SUMMARY

The Managing Director reports directly to the Bishop and has primary responsibility for the management of staff and operations of the Synod Office. This position works closely with all officers (Bishop/CEO, Vice President, Synod Secretary, and Synod Treasurer) and provides day-to-day operational oversight of the organization. This position provides leadership in administration and is responsible for coordinating the work of synod staff in supporting each ministry area (e.g., leadership development, congregational support, mission, finance and communication) supports the larger missional priorities of the synod.

The Managing Director meets regularly with the bishop, officers, and staff to set and carry out goals and priorities. The synod staff work together with Synod Council, synod pastors and lay leaders to fulfill the ministry of the local congregations and ministry partners, and to hold numerous synod-wide events. The Managing Director ensures the timely completion of financial and operational reporting, the regular scheduling of committee meetings, and adherence to synod policies and procedures. Other responsibilities will be directed by the Bishop and synod officers.

This position will work in the office; it is not a remote position.

ROLE AND RESPONSIBILITIES

- Plan, organize and manage daily office responsibilities in alignment with synod mission priorities, creating an office work culture that is inclusive, transparent, and results-oriented
- Administers key management functions of planning, organizing, supervision, and reporting
- Support Synod Council meetings including preparing actions on the roster as part of the report of the bishop
- Serve as liaison between synod staff and Synod Council, Executive Committee, and synod-wide committees
- Support reporting and maintenance of all synod assets, including properties
- Participate with the property team to support archival and safety of properties, including but not limited to sale or support of ongoing synodical authorized worshipping community, as appropriate
- Provide project management oversight for key operational partnerships, such as, but not limited to, database administration, workflow configuration, document retention, Committee of Deans, Synod Council, and ELCA Office of the Secretary
- Manage, update, and maintain databases, as relates to finances, people, and assets (including property), with finance and roster management teams
- Supports finance team with budget preparation, support year-end reporting and audit, working with outside auditors, as needed
- Maintains secure office location of physical files and coordinates audits of records management

- Relate to the ELCA office of the Secretary regarding roster management in partnership with staff, Committee of Deans and Assistants to the Bishop
- Collaborate with Vice President on projects related to the long-term operational stability of the Synod through changes in Bishop elections
- Support organization of Synod minutes for purposes of updating credentialing records
- Providing administrative leadership and management for staffing needs including, but not limited to: Payroll, hiring, supervision, and evaluation (in partnership with the bishop) of all staff, onboarding/off boarding staff, arrange for annual mandated trainings, updating personnel policy manual, and arrange for proper maintenance and retention of all personnel files.
- Develop and maintain updates to employee handbook, ensuring compliance for relevant State law, based on recommendations from business partners, (ELCA, Portico, Synods, and HR Management)
- Coordinate with contracted agencies for personnel, accounting, property management, and technology support

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Baccalaureate degree with 5 – 7 years of progressively responsible management experience, or MBA with 3 – 5 years of management experience.
- Understanding of business functions related to operating a nonprofit agency such as program development, HR, finance, marketing, etc.
- Proficient in Adobe Acrobat, Microsoft Office Suite, (including Outlook, Excel, Word, Teams, One Drive, and SharePoint, Project, Visio), cloud-based database management systems, messaging applications, Google Suite, document sharing applications, Financial Bookkeeping Systems, and Zoom.
- Able to be flexible in the use of technology with volunteers who may not be proficient.
- Meets deadlines, works with high volume, and preserve confidentiality.
- Works and communicates with colleagues and partners in a collaborative style while able to take initiative and work independently.
- Meticulous attention to detail and ability to perform tasks with accuracy and efficiency in mind.
- Effective written and verbal communication skills as well as strong public speaking skills
- Solid understanding of synod and ELCA constitutions and model constitutions for congregations
- Complex problem solving, analysis, and research skills, and ability to follow-up with stakeholders to resolve situations.
- Commitment to maximize individual and organizational goals including articulating and supporting best practices
- Personal qualities of integrity, credibility, and dedication to the mission
- Possess a valid California Drivers' license
- Ability to travel, including overnight, to anywhere within the synod's territory

BENEFITS

Paid Time Off: 10 vacation days, 15 holidays, and 7 sick days annually

Medical, Dental, Vision & Retirement: Portico benefits including health, life, and retirement. Employer paid retirement contribution. Options to participate in other employee paid benefits as provided by Portico.

Travel Arrangements/Reimbursements: Expenses include mileage or flight costs, per diem rates for meals, and hotel stay.

ADDITIONAL CONSIDERATIONS

Sierra Pacific Synod is an equal opportunity employer. All applications will be accepted and reviewed.

The successful applicant must submit to a background check (criminal and financial) before employment can be finalized.

Employment in this position is at-will.

INTERESTED APPLICANTS SHOULD SUBMIT A LETTER OF INTEREST, RESUME, and TWO CURRENT LETTERS OF REFERENCE TO Positionsearch@SPSELCA.ORG. This position will close on January 26, 2024.