

Anderson Hills Church

Job Description

Job Title: Executive Director

Status: Full-time **FLSA:** Exempt

Reports To: Lead Pastor

Last Revision Date: 2025

Job Titles Directly Supervised: Director of Student Ministries, Facility Manager, Director of Lay Mobilization, Director of Kids Ministry, Director of Caring and Outreach, Director of Adult Ministry, Director of Administration, Director of Curriculum Development, Technology Leader, Financial Secretary, Administrative Assistants

Essential Duties

The Executive Director serves as the chief operations officer of the church, overseeing day-to-day operations, supervising staff, and ensuring that the ministry functions efficiently in alignment with the church's mission. Working closely in a high-trust relationship with the Lead Pastor, the Executive Director supports and enhances the church's ability to grow disciples, steward resources, and impact the community.

General Summary of Duties and Responsibilities:

Staff Leadership: Supervise program and administrative staff, provide coaching and feedback that empowers staff to grow in their roles, facilitate performance reviews, oversee employment benefits and HR functions, and cultivate a healthy team culture that aligns with the church's values and mission.

Operational Oversight: Lead the strategic planning and implementation of administrative processes, including human resources, facilities, information technology, and compliance.

Financial Stewardship: Collaborate with the accounting firm, Finance Team and treasurer to develop and manage the church's annual budget, ensure accurate financial reporting, and maintain internal controls.

Facilities Management: Oversee use, maintenance, and improvement of all church properties, ensuring safety, functionality, and hospitality.

Church Leadership: Be visibly present throughout Sunday morning services, engaging with the congregation with an eye toward developing new leaders.

Required Skills:

Growing relationship with Jesus Christ

Team-based leadership abilities, detail-oriented, and able to lead change

Proven track record in effective communication and organizational skills

Ability to recruit and manage talent

Ability to work in and contribute to an overall staff team "strengths-based" environment

Experience in teaching, training, and coaching ministry leadership skills

Ability to work with metrics and budgets, with a basic understanding of accounting principles

Meetings Requiring Attendance:

Church Council, Human Resources, Facilities and Property, Finance, and Staff

Additional Responsibilities:

Develop and nurture a healthy staff culture

Network with other Executive Directors/Pastors via the Foundry Network

Lead staff meetings

Work with Lead Pastor and HR to hire staff

Qualifications:

Bachelor's degree preferred

Supervision of staff and/or volunteer leaders

Church ministry leadership

Experience in a large multi-staff church or comparable entity