

Position Description

Operations Director

St. Paul Lutheran Church, Davenport, Iowa

**Individual
Reports to:**

Senior Pastor

Employment:

Full-time

Supervising Role:

Operations staff, facilities staff, and
volunteers (direct and indirect)

Position Objective: Provide leadership and oversight for the operational life of St. Paul Lutheran Church by stewarding facilities, technology, systems, people, and operational finances in support of the church's mission. The Operations Director serves as a key partner to senior leadership, ensuring that vision is translated into effective systems, safe and well-maintained spaces, and reliable day-to-day execution.

Core Competencies: Strong operational and systems leadership with the ability to problem-solve, manage multiple priorities, and improve processes.
Demonstrated financial and budget stewardship, facilities and capital project management, and oversight of technology and data systems.
Effective coordination of staff and volunteers through collaborative communication, with attention to safety, risk management, and adaptability within a ministry-focused environment.

Essential Responsibilities

Oversight of building operation, serving as primary point of coordination for daily operations across the church campus
Oversight of facilities, grounds & capital project
Maintains and enhances technology & systems
Financial & administrative leadership, managing property & operation budget
Recruits and empowers volunteers, leading to meaningful service

Desired Characteristics:

Initiative and self-direction
High ethical and professional standards
Strong relational and collaborative skills
Strategic and systems-oriented thinking
Calm, solutions-focused leadership style
Commitment to the mission and culture of the church