



Position: Director of Operations
Reports to: Conference Minister
Classification: 1-year renewable term, ½ time, hourly

Purpose: The Temporary Director of Operations will support the **institutional health and sustainability** of the Rocky Mountain Conference during this time of transition. This role strengthens the administrative, financial, and organizational systems that enable the Conference to live out its mission to equip a courageous church.

This position understands its work as a **ministry to local churches and leaders**, ensuring that the Conference's internal operations are clear, effective, and aligned with its broader purpose.

Position Summary

Working in close partnership with the Transitional Conference Minister, the Director of Operations supports the financial and administrative functions of the Conference. The role supports coordination across staff, Board, committees, and external partners, bringing structure, accountability, and clarity to the Conference's shared work.

This is a renewable 1-year position designed to help move towards a sustainable staffing model for the future. This position has high potential to be expanded to ¾ time should the 2026-2027 Budget be approved in June by the conference.

Essential Responsibilities

Business Administration & Operations

- Oversee day-to-day administrative and operational functions of the Conference
- Support staff and volunteer leadership in moving key priorities forward during this transitional period
- Ensure compliance with Conference policies, governing documents, and applicable laws
- Manage vendor and contractor relationships (e.g., bookkeeping, IT, other services)
- Coordinate Conference calendar and organizational priorities with the Conference Minister

Financial Oversight (in partnership with external providers and CM)

- Serve as primary liaison to bookkeeping firm, payroll provider and any other financial service providers
- Oversee accounts payable/receivable processes and financial reporting systems
- Support development and monitoring of the Conference budget
- Support stewardship efforts and help cultivate a culture of generosity

***Human Resources (at the time of role expansion)**

- Coordinate HR functions including onboarding, offboarding, and benefits
 - Maintain staff records and ensure consistent personnel practices
 - Support clear role definition, workflows, and accountability across staff
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***Governance & Committee Support (at the time of role expansion)**

- Provide staff support to the Board of Directors
 - Support key committees (Finance, Personnel, Endowment, and others as needed)
 - Strengthen alignment between Board priorities and committee work
 - Provide guidance and support to volunteers serving in governance roles
 - Foster a culture of clarity, accountability, and follow-through across the organization*
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Required Skills and Qualifications

- Experience in operations, administration, nonprofit management, or related field
- Demonstrated ability to manage systems, processes, and multiple priorities
- Experience with financial coordination and organizational operations, including non-profit fund accounting
- Strong organizational, communication, and project management skills
- Ability to work collaboratively with staff, Board, and volunteers
- Familiarity with (or willingness to learn) UCC polity and RMC conference structure
- Commitment to the mission and values of the United Church of Christ
- Proficiency in Quickbooks Online
- Easily navigate Google Suite, Gusto, Ramp, Zoom, and Sales Force

Compensation

- This position will be half-time, 20 hours per week
- Compensation: \$33-36 per hour
- Optional benefits include contribution towards retirement and health plan
- Will be paid biweekly
- Vacation and Paid Time Off is allocated according to the Conference Personnel Manual and Policies