



1500 Ninth Street Northwest
Washington, DC 20001-3318

<http://shilohbaptist.org>

Office: (202) 232-4288

Fax: (202) 232-0328

IMPORTANT NOTE: Please clearly indicate your facility management experience as extensive knowledge of facility systems is integral to the success of this role.

Position: Executive Ministry (Church Administrative Officer)

FLSA: Exempt

Reports To: Chairperson, Board of Trustees

General Description

The incumbent of this position is key to the successful execution of the administrative support elements of the church. The incumbent meets frequently with the Senior Pastor, and Chair of the Board of Trustees; serves as the primary point of contact for the church's administrative staff.

The Church Administrative Officer manages the administrative, accounting, facilities management staff (maintenance, security, custodial), events/marketing and transportation staff (church vehicles) to ensure that their activities are performed efficiently and in a cost-effective manner to support the mission of Shiloh Baptist Church.

Program Management

- Responsible for property management to include the Sanctuary, Family Life Center, Turner Administrative Building, the Senior Pastor's residence, vacant properties and grounds, and the church parking lots. Ensures that the facilities are maintained to meet established standards; and maintenance and repairs are accomplished in a timely manner.
- Meet with the Senior Pastor, Chair of the Board of Trustees, and Chair of the Budget/Finance Committee to develop the church budget. Make recommendations regarding personnel staffing adjustments in hours of operation, upgrading equipment and major repairs to existing equipment, etc.
- Conduct periodic reviews of expenditures to ensure that the staff is operating within established budget. Any areas of concern will be discussed immediately with the accounting office and Chair of the Board of Trustees.

- Establish contacts with vendors to obtain estimates, and quotes for maintenance agreements to provide this information to the Board of Trustees for approval. **All contracts must be signed by the Chair of the Board of Trustees.**
- Attend church meetings to respond to any questions concerning various church activities. Maintain effective working relationships with the appropriate DC Government agencies (such as, DCRA). Receives and responds to annual property management questionnaires and other property related inquiries.

Personnel Management

- Participate in the recruitment and selection of personnel.
- Conduct performance evaluations for employees.
- Recommend to the Board of Trustees personnel actions such as: pay adjustments, the hiring and separation of employees who fail to meet performance expectations or to meet budget.

Skills:

- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate.
- Management of Financial Resources - Determining how money will be spent to meet goals, and accounting for these expenditures.
- Coordination - Adjusting actions in relation to others' actions.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Negotiation - Bringing others together and trying to reconcile differences.
- Demonstrated knowledge of general administrative software; Microsoft, Excel, etc.

Experience and Education:

Bachelor Degree in Business Administration; and or 10 years of experience managing facilities and supervising administrative and technical staff.

Hours will vary based on job needs; the official office hours are 8:30 a.m. to 5:30 p.m. Occasional evening meetings and overtime can be expected.

Compensation: Commensurate

TO BE CONSIDERED:

Please forward the following items to humanresources@shilohbaptist.org **OR** sbcdc.trusteeboard@gmail.com.

1. Your resume' with relevant certifications and degrees highlighted.
2. The number of years you have experience with:
 - a. facility mechanical systems (the requirement is at least 10 years)
 - b. with respect to item a, what is the approximate square footage of the facility(s)
 - c. managing administrative staff (the requirement is at least 10 years)
 - d. managing technical staff (the requirement is at least 10 years)
3. Your salary requirements (a range is acceptable) and approximate availability