



## Director of Operations - Frontline Church Downtown

**Position:** Full-time, salaried

**Office Location:** Frontline Downtown, 1104 N. Robinson Ave., OKC, OK 73103

**Ministry Team:** Downtown Operations Team

### THE OPPORTUNITY

Frontline Church Downtown is seeking a passionate and dedicated Director of Operations. This role offers an exciting opportunity to lead the culture of Gospel Hospitality for the church as we seek to lift up the name of Jesus in the heart of OKC.

Founded in a living room in 2005, Frontline Church has grown to 3,000 in attendance weekly and five congregations across central Oklahoma with plans to plant more churches in the coming years. The mission of Frontline Church is to multiply gospel communities that love God, love people, and push back darkness. We seek to unite our historic Christian faith through the beauty of contemporary worship and traditional liturgy, which has produced a growing, vibrant church that is changing lives and having a real impact in the city.

### THE ROLE

The Director of Operations must have a high value for stewarding the gifts God has apportioned to Frontline Church. This person will work with the Executive Pastor to ensure proper stewardship over church finances, facilities, calendar, and membership processes. The Director of Operations will look backward and forward as they help us reconcile past spending, project future spending, and look forward in the calendar to ensure we are prepared for what is coming. They will help us ensure our internal systems assist our pastoral staff in giving excellent care and discipleship to our members. This individual will be critical in the health of our congregation as we seek to build a resilient church for the future.

### QUALIFICATIONS AND CHARACTERISTICS

- Spiritually mature with high character and a deep dependence on both the Word of God and Spirit of God.
- Must be highly competent with finances and budgets.
- Must be competent in overseeing and improving processes such as calendaring, project management, and event logistics oversight.



- Must agree with Frontline Church's doctrinal statement.
- Strong leadership, organization, and collaboration skills.
- Must be able to make, nurture, and maintain spiritual friendships.
- Must be able to work on and build teams, lead upward, and with a clear vision of development and growth.

## **JOB DUTIES**

- Work with the Executive Pastor to ensure excellence in the operation of Frontline Downtown.
- Oversee the financial systems and serve the Downtown Elders in monitoring expenses and ensuring the numbers and data are accurate for reporting and decision-making.
- Oversee the membership processes at Frontline Downtown, database management, membership renewal, and quarterly membership phone calls.
- Oversee logistics for events such as symposiums, conferences, etc
- Oversee the receptionists
- Manage Frontline Downtown's website
- Serve within a ministry team to accomplish the mission of the church on Sundays and during the week.