

Executive Director

Full-Time Position



Church Overview

New City is a healthy, growing church in the Presbyterian Church of America of about 600 adults and 275 children in Cincinnati committed to connecting people to God, to community, and to mission. We want to ensure all we do is faithful to the kingdom of God and in line with our mission, vision, and values. We desire to be a faithful and fruitful church doing the right things in the right proportion at the right time, focusing on the means of grace: worship, baptism, the Lord's Supper, Scripture read and taught and preached, prayer, community, celebration, mission/service, and so on.

Position Overview

The Executive Director serves as the church's chief operational leader, responsible for aligning staff, systems, finances, and day-to-day operations with the vision of the Senior Pastor and the direction of the Session.

As New City has grown in size, staffing, programming, and financial complexity, the administrative and operational demands of the church have increased. The Executive Director strengthens the church's operational capacity so that pastoral leadership can focus more fully on prayer, preaching, shepherding, and spiritual oversight.

This role helps ensure organizational clarity, strong stewardship, and healthy ministry systems that support the church's mission and long-term health.

Responsibilities

Organizational & Operational Leadership

- Oversee day-to-day operations of the church and ministry environments.
- Ensure facilities, technology, and administrative systems support ministry effectiveness.
- Direct facilities management, vendor relationships, and capital planning.
- Ensure Sunday services and major ministry events are operationally supported.
- Oversee church technology infrastructure, data security, and church management systems.
- Create scalable systems and workflows that support church growth.
- Improve cross-ministry communication, coordination, and operational efficiency.

Staff Leadership & Organizational Health

- Lead and supervise church staff, including regular one-on-ones and staff meetings.
- Conduct performance reviews, goal setting, and ongoing coaching.
- Align staff objectives with Session-approved priorities and ministry goals.
- Clarify roles and responsibilities to reduce silos and strengthen collaboration.
- Address conflict when necessary and foster biblical unity among staff.
- Develop leadership bench strength and succession planning.
- Cultivate and protect a healthy, mission-aligned staff culture.

Human Resources Oversight

- Lead hiring processes in coordination with the Senior Pastor and Session.
- Ensure proper onboarding and cultural integration of new hires.
- Maintain church employment policies consistent with PCA polity and employment law.
- Oversee payroll, benefits administration, and clergy housing allowances.
- Address disciplinary matters and staff transitions when necessary.
- Ensure child safety screening and volunteer compliance procedures.

Financial Stewardship & Administration

- Lead the annual budgeting process in collaboration with the Session.
- Monitor financial performance and provide clear reporting to the Session.
- Ensure strong internal controls and financial accountability.
- Oversee compliance with financial policies and procedures.
- Coordinate annual financial review or audit processes.
- Support capital campaigns and major financial initiatives.

Governance, Risk & Compliance

- Ensure operational alignment with PCA polity and the Book of Church Order.
- Support the Session through clear reporting, documentation, and administrative organization.
- Maintain nonprofit compliance, filings, and legal documentation.
- Oversee child protection policies and abuse prevention systems.
- Conduct annual insurance reviews and organizational risk assessments.
- Maintain emergency preparedness, safety procedures, and security protocols.
- Ensure appropriate liability protections and ethical safeguards are in place.

Strategy & Vision Integration

- Translate the Senior Pastor's vision into executable ministry plans.
- Help develop annual ministry goals and measurable outcomes.
- Align staffing, budgeting, and operational systems with strategic priorities.
- Track key ministry metrics and provide progress updates to the Session.
- Identify organizational barriers to ministry effectiveness or growth.
- Facilitate annual planning processes with staff and elders.
- Ensure new ministry initiatives are operationally sustainable.

Other:

- In coordination with the staff team, help follow up with new families.
- Stay current on the "flock", meeting new folks, learning names, following up with those missing, etc.
- Participate in weekly staff meeting (~1.5 hr/week), and other meetings as necessary.
- Participate in worship weekly @ New City.
- Be familiar with and follow direction from the Staff Handbook.
- Support the Senior Pastor and Session in advancing the mission and health of the church.
- Assist with other projects or responsibilities as needed to help the church thrive.

Qualifications/Competencies

- Bachelor's degree in business, nonprofit management, organizational leadership, or a related field preferred; or equivalent relevant leadership experience.
- Demonstrated leadership and experience in organizational management, operations, or executive leadership.
- Commitment to the Christian faith and alignment with the theology, vision, and mission of New City Presbyterian Church.
- Strong organizational leadership, systems thinking, and operational planning skills.
- Financial management competence including budgeting and reporting oversight
- Ability to lead teams, develop staff, and foster healthy organizational culture.
- Strong written and verbal communication skills.
- Ability to manage complexity, solve problems, and implement systems effectively.
- Collaborative leadership style and ability to work closely with pastors, elders, and ministry leaders.
- Demonstrates humility, wisdom, and a servant-hearted approach to leadership.

