

Chief Operating Officer

Purpose Statement: Proactively and collaboratively lead an execution team, who will advance the innovative & transformational mission of Pathfinder Church through operational excellence. Will assist the Sr. Pastor/CEO in achieving long-term goals of the organization by ensuring that daily operations and performance are fully aligned with goals and strategies.

Attributes:

- **Passionate.** On fire for the mission and vision of Pathfinder Church.
- **Empowering.** Understands the ins and outs of leading a large team; leads by challenging and equipping others to take ownership of their goals.
- **Energetic.** Must love working in a fast-paced environment while managing multiple projects simultaneously.
- **Assertive.** Self-confident in communication style; freely expresses facts and opinions.
- **Analytical.** Thorough, calculated, and precise in evaluating and developing initiatives and processes.
- **Motivator.** Displays strong understanding of people and what motivates them.
- **Independent.** Thrives when given control of the work process from beginning to end.
- **Decisive.** Comfortable with swift decision making and execution.

Responsibilities:

- **Executive Leader** – Skillful & gifted executive leader who will join the other members of the Executive Team to strategize for and support Pathfinder's growth and mission advancement. Unique contributions include:
 - Working with Sr. Pastor/CEO to implement strategic plans, managing processes that ensure focus and alignment and creating/monitoring measures of performance (KPIs, OKRs, etc.) that ensure progress.
 - Setting organization wide policies and initiatives that promote company's culture, values and mission *and* protect the organization from risk.
 - Serving as a voting member on the Pathfinder Board of Directors along with the Sr. Pastor/CEO.
- **Operational Leadership** – Assists the Senior Pastor in his role as CEO by providing strong business acumen and skillful operational leadership over the following departments and people:
 - Finance
 - HR
 - Facilities
 - IT
 - Additional departments as aptitude demonstrates
- **Financial Oversight** – Fulfill the CFO duties outlined in the Pathfinder Constitution including:
 - Serving as an ex-officio member of the Board of Directors to report on the financial and operational affairs of the church.
 - Providing timely and accurate analysis of budgets, financial reports and trends to assist management in the decision making process.
 - Overseeing the annual budgeting and auditing processes as well as spearheading other conversations around major financial decisions.
 - Orchestrating the gatherings and work of the Finance Committee, who is charged with deeper analysis on giving trends, debt service, financial programs, and the budgeting



- process. Serves as the leader and the main liaison of the committee to both the board and the staff.
- Support the Senior Pastor in the creation and execution of a cohesive generosity strategy.
 - **Special Projects** – Proactively lead any special projects that fall under the Operations umbrella or are otherwise delegated by the Senior Pastor.

Qualifications and Educational Requirements:

- Bachelor’s degree with a business discipline, an MBA or graduate degree preferred.
- 10 years of management experience in high growth or medium sized organizations with a good understanding of financial theories and principles required.
- Experience with managing information systems, construction projects and other projects.
- Excellent interpersonal and communication skills-oral and written.
- Record of team play, optimistic attitude and a proactive, results-oriented spirit.
- Must be a member of Pathfinder (or be willing to join) and subscribe to its teaching and beliefs.

Work Schedule:

Full time position working 40+ hours a week with weekend and night responsibilities required.

To Apply:

Interested candidates should submit an online employment application at www.pathfinderstl.org/employment.

To learn more about our organization, visit www.pathfinderstl.org