Position Description: Executive Director

The Executive Director at Elmhurst Christian Reformed Church is responsible for providing administrative, operational, and financial oversight for the strategic direction of the church. This position will coach and encourage ECRC's staff and ministry teams, working together with the Lead Pastor and full time directors toward the fulfillment of the church's mission and vision.

Position Responsibilities

Financial Administration
- Work with the Senior Leadership Team (SLT) and Finance Committee to build annual budget, report on current results and trends and identify giving patterns within the congregation
- Ensure sound financial procedures are in place and functioning well. This includes interaction with the SLT and Audit Committee, responsibility for annual audit, and responsibility for maintaining ECFA seal of approval
- Provide staff with constructive feedback to support and manage ministries, budgets, and expenses
- Administer all financial responsibilities related to general church operation

Personnel Management
- Direct and oversee hiring process for vacant or new staff positions
- Lead or coordinate provision of all training for staff, e.g. CPR training, anti-harassment training, emergency preparedness training
- Oversee annual rhythm of performance feedback process for all staff other than Lead Pastor
- In conjunction with Lead Pastor, act as a resource for staff leaders in their development of vision for ministry and execution of ministry initiatives
- Responsibility for creating, maintaining, and updating workplace policies and procedures
- Nurture a positive, creative, and celebrative work environment

Leader of Facilities and Operations Staff
- Supervise and direct technical, custodial, and operations staff
- Provide vision and planning for all activities related to custodial, maintenance and site management needs
- Work with Facilities Manager to execute ECRC's capital maintenance plan
- Administer all facility-related activities including: lease agreements, event rentals, recurring third-party arrangements, equipment and utility contracts, outside vendor relations
- Together with team, ensure safety and security of the church

General Duties
- Participate in varied committee work as requested
- Provide a monthly written update on pertinent work to the SLT
- Execute special and ad hoc projects as needed (e.g., capital campaign)

Key Relationships
- The Executive Director will be an ex officio member of the SLT as well as related sub-committees: Finance, Audit, Personnel
- The Executive Director will collaborate with the Lead Pastor in the accomplishment of the church's mission and vision
- The Executive Director will be a strategic leader of the paid staff in collaboration with pastors and other full-time Director level staff

Qualifications:
- Must believe in the Triune God and be a devoted follower of Jesus Christ
- Prior demonstrated experience managing teams of people, finances, and operations of a small organization or segment of a larger organization
- Bachelor's Degree or higher degree
- Openness to membership in Elmhurst Christian Reformed Church preferred

Supervisor: The Executive Director of Operations reports to Lead Pastor

Hours: This is a full-time, exempt, in-person position

Competitive Benefits Package

Elmhurst CRC Vision: To help everyone take next steps up, in and outward in relationship to the Father, Son and Holy Spirit

Elmhurst CRC Core Values: Generosity, Faithfulness, Hospitality, Children

About Elmhurst CRC
Located in Elmhurst, Illinois, Elmhurst Christian Reformed Church (ECRC) is a vibrant community of believers located in the western suburbs of Chicago. Our vision is to be God's source of shining light and living water in the western suburbs, by drawing people to know Jesus, becoming like Jesus, and serving as Jesus. Learn more at elmhurstcrc.org.
Email cover letter and resume to personnel@elmhurstcrc.org. Questions? Email personnel@elmhurstcrc.org.