



BELLEVUE PRESBYTERIAN CHURCH

Job Title	Compensation	Reports to	Status	Start Date
Church Business Administrator	\$135,000-\$160,000 Full Benefits	Senior Pastor	Exempt, Full time	ASAP

Our Mission

BelPres is committed to partner with Jesus to further his kingdom on the Eastside and in the places around the world to which he calls us. To do this, we are focusing on four areas: community, discipleship, racial justice and healing, and equipping and empowering every generation to reach and engage young families. We strongly desire to reflect the kingdom of God and therefore encourage a diverse pool of applicants. We act because we believe. We love because we are loved by God.

The Impact You'll Be Making

In this role, you will lead the business and operational ministries of BelPres church. This includes all business aspects of finance, facilities, IT/network and the church database system. **Therefore, you will:**

- Manage the business, technological, financial, and facilities operations of BelPres through the guidance and supervision of direct reports in support of BelPres' mission and vision
- Keep the trust of the congregation and donors by ensuring prudent use of cash, loans, and investments
- Supervise and lead strategic decisions involving information technology and data systems
- Oversee 170,000 square feet and 13 acres of facility use, maintenance, and master planning
- Represent the business, financial, technological, and facilities operations on BelPres' executive team
- Coordinate with Senior Pastor and Executive Pastor in the preparation and monitoring of the annual church budget
- Oversee office operations, database, information technology, and contractual relationships with vendors and rental groups using church facilities
- Participate as a team leader and team player on appropriate and assigned teams
- Participate in Session meetings, Session committees, BelPres Legacy Foundation, John 14:2 Foundation and carries out other responsibilities as assigned by the Senior Pastor

In addition, you are the Executive Director of two organizations:

- **John 14:2 Foundation** which owns and manages multiple homes in the area that BelPres uses for various ministries
- **BelPres Legacy Foundation:** which manages approx. \$5M annually and awards grants for local and global missions as well as capital needs of BelPres

Who We Are Looking For

Skills & Knowledge

- Personal and growing commitment to Jesus Christ
- Successful coordination and management of staff in a large organization to accomplish organizational objectives
- Demonstrated ability to manage diverse departments
- Demonstrated ability to translate organizational needs into technological opportunities, leading strategically and guiding teams through decision-making and implementation
- Facilities management experience preferred

- Minimum of 10 years of experience in business and financial management/leadership
- Minimum of 8 years of successful Christian ministry involvement
- Financial expertise with established trustworthiness in developing financial strategies
- Impeccable integrity in operations, communication, and record keeping
- Knowledge and experience in business operations
- Excellent communicator with diverse constituencies
- Demonstrated ability to manage cash and the budgeting and forecasting process for a \$10M annual organization
- Demonstrated ability to manage people effectively
- Demonstrated leadership qualities, particularly in the ability to motivate and inspire
- Demonstrated ability to collaborate cross-culturally
- Committed to teamwork and the professional development of people
- Skilled in interpersonal relationships and conflict resolution

EDUCATION/TRAINING:

- College graduate with degree in business, information technology, computer science, or finance; CPA or MBA preferred

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- Office Environment

Culture

- We Are One Team, Fully Present: Our communication is built on trust, and we are quick to give grace
- We Are Intentionally Innovative: We aren't afraid to challenge the status quo
- We Care Big: We assume good intent and have a bias for action and timeliness
- We Do Hard Things: We believe in a God who calls us to work together and makes the impossible possible

How To Apply

Please fill out an application (found at belpres.org/jobs) and submit it along with your resume and cover letter to:

Christine Corneille, HR Director - ccorneille@belpres.org

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