

Executive Director

Who We Are

Grace Point Church exists to lead common people into uncommon life in Jesus. We do this by connecting people to Jesus and the church, living in community, and empowering people to pursue their calling. We are a diverse staff who serves a diverse congregation in San Antonio, TX. Our two campuses have dedicated leadership at each campus with shared central support. We are seeking someone who is willing to join us on mission as a member/mission partner at Grace Point Church. We offer a relaxed environment that works to value people over process while constantly striving towards utilizing best practices to reduce hours spent on manual endeavors.

Description of the Role

The Executive Director assists the Lead Campus Pastor in the effective and timely implementation of Grace Point's overall vision, philosophy, and values through strategic planning, implementation and execution. This role also functions as the Director of Finance, providing oversight as well as hands on management of a variety of finance, human resource, facility, business and corporate affairs, IT, and other organizational areas. As the Executive Director at Grace Point Church, you will be called on to participate and at times lead leadership training, meetings, and events. You will need to be organized and be able to prioritize responsibilities, overseeing a wide breadth of ministry. You will be balancing between daily responsibilities and urgency of requests. The Executive Director is responsible for leading with grace and confidence, constantly making strides in the areas of spiritual health of congregants, healthy church finances, Grace Point's mission, leadership culture, and use of technology to maximize kingdom efforts.

What You Will Be Doing

Pastoral duties

- Support the Lead Campus Pastor in his role as spiritual and visionary leader for a flourishing church community
- Establish and maintain key performance metrics to evaluate the effectiveness of all areas and ministries of the church
- Ensure effective communication of vision and strategic priorities to all stakeholders (e.g. staff, elder team, congregation, other campus, etc.)
- Effectively manage staff
- Oversee workflow and planning processes of staff team to align with strategic goals
- Cultivate a dynamic staff culture of collaboration, healthy feedback, commitment to excellence, healthy conflict resolution, innovation and mutual encouragement
- Execute special projects of the Lead Campus Pastor
- Assess staff culture annually through an objective process such as Best Christian Workplace Institute, collaborating with Exec Team to make adjustments and improvements
- Conduct effective annual performance reviews, establish clear expectations for staff, and ensure ongoing opportunities for clear feedback and development
- Assist in leading meetings and driving agendas for staff, exec team
- Develop staff, personally and professionally
- Work with Lead Campus Pastor to oversee recruitment, training, and development of staff
- Serve as the point leader for Grace Point's Leadership Development through annual leadership gatherings and trainings centered on alignment and learning
- Oversee the Communications Director to support the ministries of the church through effective communication and promotion
- Oversee the Daycare Executive Director as she seeks to lead the Daycare and Preschool Ministry to be a vital part of the church mission while maintaining financial health and strict adherence to state regulations
- Oversee the lay-led Security Team, striving to protect the staff and congregation while guarding against an atmosphere of hyper-vigilance and ensuring all legal implications are known and addressed
- Cultivate financial health and sustainability
- Develop annual financial plans that fund the accomplishment of the strategic plan and cultivate overall financial health and sustainability
- Oversee the yearly budget setting process
- Oversee the church calendar, balancing effective ministry and programming with work life balance, congregation life balance, and a collective "team you are on" mindset
- Ensure timely and accurate recordkeeping through weekly, monthly, quarterly and yearly metrics and church database
- Champion agreed upon Guardrails for all areas of ministry
- Oversee and grow the giving of Grace Point Church for long-term financial health
- Effectively manage building usage as well as manage possible building/office space acquisition and funding
- Ensure effective oversight of the infrastructure, operations, and missional strategy for building use and maintenance
- Embody Grace Point's G5 Mission Measures

Director duties

- Financial statement close and reporting process (wide range of duties – examples include preparing account reconciliations, recording journal entries in ShelbyNext Financials, preparing financial statements, researching and explaining fluctuations in financial statements, analyzing and implementing improvements based on financial statement review)
- Prepare timely and detailed reports on financial performance on a monthly, quarterly and annual basis
- Annual budgeting, analysis, and reporting, including other annual requirements, like tax, insurance, benefits, open enrollment, 1099's, W2's, governmental reporting and contribution statements among others
- Analyzing and improving organizational cost structure via cost reduction and cost efficiency
- Working directly with vendors to improve organizational cost structure and contracts
- Preparing and managing timeliness and accuracy of key reports and metrics
- Other operational tasks such as contract review, contract negotiations, managing IT, human resources and finance, acquisition and funding of new and existing building/office space
- Cost-benefit analysis of contracts including but not limited to healthcare premiums, network services, leases and operational contracts
- Retain constant awareness of the church's financial position and act to prevent problems
- Set targets for and supervises all daycare, accounting/finance, human resources, operations and IT personnel and contracts
- Oversee all audit and internal control operations
- Ensure adherence to financial laws and guidelines
- Other duties as requested

Skills Needed to Succeed

- A key expectation is that this person enjoys the supportive role of a #2 position yet is comfortable with assumption of responsibility of a large number of people. The Executive Director position does not desire the limelight but rather one who seeks to carry the vision into reality as a dedicated supporter of and compliment to the Lead Campus Pastor and his gifting. In addition he/she should know how to develop leadership ability in others and how to build and manage a large team.
- Prior church staff management/leadership at an executive level.
- Prioritizes personal growth in grace through healthy rhythms of Sabbath rest, prayer, Scripture, and reconciliation in relationships
- Exercise spiritual maturity in decisions and processes
- High intensity to work and completing tasks needed on time
- Strong attention to accuracy and timeliness of work ensuring maximum work productivity
- Concern for learning and making improvements daily in all aspects of the church
- Very good team player with high EQ and strong ability to communicate both verbally and written
- Great determination and perseverance to always get it done accurately and timely
- High ethical standards, follow financial policies, carry out mission/goals, and a great role model
- Very good general Back Office Knowledge such that can backup other roles and perform those roles as needed (i.e. person on vacation)
- Able to juggle many tasks at same time
- Strong organizational leadership and management background
- Problem-solving and decision- making abilities
- Organizational skills
- Flexibility in a fluid environment
- Initiative, team building and leadership development in a complex multi-dimensional organization are essential
- Experience living, working, and ministering in a major urban context a plus
- Knowledge of GAAP and FASB principles

Education and Experience Required

- 10 years of professional experience
- 5 years of strategic, senior-level management experience
- 4 Year Accounting, Finance, or Business Degree
- Experience with religious or 501(c)3 nonprofits a plus

Benefits to Working Here

We offer a relaxed environment with generous leave policies to include paid vacations, holidays, Sabbath and sick days. Additional benefits package includes medical, dental, vision, life and short-term disability and retirement plans.

You will enjoy freedom and flexibility with responsibility. If you are looking for a church home with which to carry out your God-given mission and not just a job, please apply.