

## **First Unitarian Universalist Society of San Francisco**

### **Job posting: Director of Operations**

If you are an experienced manager who relishes the greater impact and meaning of teamwork, manages your time well and appreciates the challenge of learning new systems, this may be the opportunity for you. We are searching for an individual who wants to make a difference in San Francisco by overseeing a busy, engaged non-profit organization and ensuring its continued effectiveness as a pivotal organization.

#### **Job Summary**

The Director of Operations oversees the centralized support services for the church and center of the First Unitarian Universalist Society of San Francisco. Works with direct reports and society staff to develop a valuable team that can support and enhance the ministries and programs of the society. Responsible for ensuring financial strength, sound facility management, effective human resource policy, and positive communication with the congregation and the wider community.

#### **Facilities Description**

The First Unitarian Universalist Church is a beautiful historic, landmark building, located in the Cathedral Hill neighborhood of San Francisco. The Sanctuary was built in 1889 of rough-hewn granite and the Church Center was constructed in 1968 with administrative offices, meeting rooms, classrooms, and a chapel. Over the years the congregation has supported building renovations for seismic safety and accessibility. We are currently implementing \$1.8 million in renewal and improvement projects with funds raised from the congregation.

#### **Values**

Staff at the First UU Society are committed to the principles of dignity, justice, equity, and acceptance. Respectful relationships, behavior of highest integrity and open communications will be critical to the success of the Executive Director.

#### **Essential Function**

Oversee administrative support services used in day-today operations

Oversee bookkeeping functions and financial reporting, ensuring accuracy and completeness. Manage and coordinate audit and financial reviews

Set and communicate policies and oversee compliance

Contribute to the overall management of the organization. Oversee the Human Resources function, including taking the lead in orienting new staff

Oversee rental negotiations and capital projects and purchases. Negotiate insurance rates and coverage to mitigate risks

Supervise and coordinate the activities and schedules of direct report staff. Hire, train, and coach staff to improve performance, job skills, and development

Oversee management of the relationship with outside service providers, including the review and approval of invoices for payment

Work with ministers, program staff, and volunteers to provide a united team to the organization, coordinate planning, and resolve issues

Communicate regularly with ministerial and program staff. Ensure related needs are understood and addressed

Stay current on federal and state compliance regulations

Support lay leadership and volunteer, especially regarding fund raising activities

### **Core Competencies**

BA degree, or equivalent experience, and at least 6 years of related work experience in the field. Experience with non-profit organizations valued.

Proven skills in effective project or program management, supervisory and leadership skills

Strong customer service orientation. Professional ethics, tact, and courtesy in dealing with others

Experience building effective partnership with vendors, including demonstrated expertise in negotiation and issue resolution

Excellent verbal and written communication skills

Thorough understanding of budgeting and financial reporting

Proficient with Word, Excel, Quickbooks, presentation software, and email

### **Position Characteristics**

Reports to: Senior Minister

Classification: Exempt, full time

Applicants: Please send resume and cover letter to [hr@uusf.org](mailto:hr@uusf.org)