



**Job Title:** Director of Operations

**Reports To:** Executive Pastor

**Category of Employment:** Full-Time, Executive

**Payroll Status:** Salaried, Exempt

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## **JOB SUMMARY**

The Director of Operations provides executive leadership and oversight of Northridge Christian Church's buildings, grounds, property, campus operations, and logistical systems. This role ensures that facilities, technology, resources, and operational workflows function with excellence, safety, and intentionality, creating environments that support ministry effectiveness and exceptional guest experiences.

As a member of the Executive Team, this role partners closely with the Executive Pastor and ministry leaders to design and sustain integrated operational systems that support both daily ministry needs and long-term growth. The Director of Operations aligns facilities, logistics, technology, and resource management into a unified operational strategy that enables the church's mission to help people take their next step closer to Jesus.

## **ESSENTIAL RESPONSIBILITIES**

### **Operational Leadership & Integration**

Provide strategic leadership over operations, facilities, logistics, technology, and administrative systems, aligning operational execution with ministry vision, strengthening workflows and structures, and implementing scalable solutions that support current needs and future growth.

### **Facilities, Buildings, Grounds & Property Management**

Oversee all buildings, grounds, and church property, leading maintenance, vendors, and volunteer teams while ensuring safe, functional, and ministry-ready spaces. Lead facility projects and improvements, and maintain campus-wide safety, security, and emergency preparedness standards.

### **Sunday & Event Operations**

Provide leadership for all services and logistical execution, including Sunday services and special events, ensuring campus readiness through coordinated staff and volunteer teams. Serve as a key connector between ministry, production, and facilities to anticipate challenges, resolve issues, and deliver seamless, welcoming experiences for guests, volunteers, and staff.

## **Technology, Systems & Data Management**

Provide oversight of database management, operational systems, and logistics platforms, integrating technology solutions that improve communication, scheduling, data accuracy, and efficiency while ensuring effective tracking of facility usage, space scheduling, and campus logistics.

## **Resource Management & Inventory Oversight**

Oversee resource management systems for equipment, supplies, and shared ministry assets, coordinating logistics for storage, movement, setup, and teardown while ensuring clear, consistent processes for requesting, allocating, and maintaining campus resources.

## **Team Leadership & Supervision**

Provide direct supervision of the Facilities Manager, IT Director, and Office Support staff while leading, developing, and aligning operational teams through clear communication, shared ownership, and a culture of excellence and service.

## **GENERAL STAFF EXPECTATIONS**

- Models Northridge Staff Values and adheres to the Employee Handbook.
- Demonstrates strong organizational leadership, initiative, and problem-solving skills.
- Actively participates in staff meetings, trainings, and church-wide events.
- Supports and advances the mission and vision of Northridge Christian Church.
- Performs other duties as assigned to support ministry and operations.

## **QUALIFICATIONS**

- 5+ years of leadership experience in operations, facilities management, or organizational administration (church or nonprofit preferred).
- Proven ability to manage buildings, grounds, property, systems, logistics, and teams simultaneously.
- Strong organizational, relational, and systems-thinking skills.
- Experience working with vendors, contractors, technology systems, and operational workflows.
- Bachelor's degree in Business, Management, or a related field preferred.
- Willingness to work some evenings, weekends, and holidays as ministry needs require.
- Alignment with the mission, vision, and values of Northridge Christian Church.
- Demonstrated faith and character consistent with biblical leadership principles.

## **HOW TO APPLY**

To be considered for the role of Director of Operations, please submit the following application materials:

### **Required Materials**

- Resume outlining relevant experience, skills, and education.
- References including contact information for at least two professional references.

## **Written Responses**

Please respond to the following prompts in 200–300 words each:

**1. Calling and Mission Alignment**

Why do you feel called to serve in church operations, and how do you see this role helping people take steps closer to Jesus?

**2. Operational Leadership and Systems Thinking**

Describe a time when you led or improved a complex operational system such as facilities, logistics, technology, or processes. What was the challenge, and what changed as a result of your leadership?

## **Application Deadline**

February 28, 2026

## **Submission Instructions**

Please submit all application materials to:  
kristinm@northridge.online