

Job Posting

Executive Pastor of Operations



FOOTHILLS BIBLE CHURCH

Company Information

Foothills Bible Church (FBC) exists to help people become faithful followers of Jesus Christ. Our identify is Everybody is Welcome, Because Nobody is Perfect, and God has Big Plans for Your Life. Our core values are:

- Gospel-Centered
- Journey-Minded
- Relationally-Driven
- Action-Oriented
- Welcoming-Focus

Located on a spacious campus nestled next to the foothills in Littleton, Colorado, FBC is a non-denominational church serving the Denver area since 1973.

Job Description

The Executive Pastor of Operations (XDO) leads and oversees all operational aspects of FBC, working closely with the Lead Pastor, Executive Pastor of Ministry, and elder and deacon teams to implement the church's mission and vision. This role manages and supervises the Administrative, Communications, Facilities, Finance, and AVL Tech operational staff and functions, providing spiritual and organizational leadership. The XDO is responsible for ensuring the smooth operation of ministry resources to support FBC's ministry objectives.

Responsibilities

- Lead and oversee the Operations Lead Team to ensure excellence in all areas of ministry support, providing direction and insight for internal processes and campus support goals.
- Act as a catalyst for implementing and enhancing the strategies, vision, and policies across all operational areas.
- Supervise and guide operations staff, including performance evaluations and accountability.
- Provide spiritual and organizational guidance aligned with Biblical wisdom and church doctrine.
- Collaborate with the Lead Pastor and elder team to develop, present and uphold the mission and vision of FBC.
- Act as a liaison between the Lead Pastor and operational staff, ensuring alignment with church strategies and policies.
- Serve as the Chief Operating Officer, managing church systems and resources, and overseeing budgeting, financial management, asset allocation, legal matters, and insurance.
- Manage HR functions, including staffing structure, development, compensation, and benefits.
- Provide strategic oversight by participating in elder team meetings as an advisor and strategic information source.

Knowledge, Skills, & Abilities

- Knowledge of human resources, financial management, and administrative operations specific to church contexts, including legal and compliance requirements.
- Understanding of strategic planning processes, including vision alignment and policy implementation, to achieve organizational goals.

- Exceptional leadership skills to inspire, direct, and guide staff, volunteers, and church members and effective oral and written communication skills.
- Strong analytical skills to identify challenges, assess options, and implement effective solutions.
- Demonstrate a personal and active relationship with Jesus Christ.
- Ability to translate the vision cast by Lead Pastor and elder team into actionable strategies.
- Act as a catalyst for organizational change, inspiring a culture of continuous improvement.
- Oversee operational system improvements, ensuring resources efficiently support ministry.
- Foster a collaborative environment where staff and volunteers feel valued, supported, and aligned with FBC's mission.

Requirements

- Minimum of 8 -10 years in operations, management, or a closely related field.
- At least 5 years of experience in a senior leadership role managing teams and operational processes.
- A bachelor's degree in business administration, operations management, finance, accounting, or a similar field are required.
- A Master of Business Administration (MBA), Masters in Organization Leadership, or Masters in Operational Management are preferred.
- Available for occasional evening and weekend hours as necessary.
- Must have large church experience.

Salary & Benefits

- Full time
- Salary range is \$90,000 to \$105,000, based on experience and qualifications
- Comprehensive health benefits (medical and dental)
- Four weeks of paid leave and nine paid holidays
- 403(b) retirement plan with matching
- Employee childcare discount

Ready to Join Our Team?

- For more information about our team, check out our [website](#)
- Please email your resume and cover letter to Tracy Spitler at tspitler@4fbc.org
- Deadline to apply: April 30, 2025