

# Operations Director

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The Orchard Church, Carbondale, Colorado  
Full time, salaried, exempt  
\$70,000 to \$75,000 annually, depending on experience  
In person role  
Benefits: Health Insurance, retirement, vacation time

## Overview

The Orchard Church is hiring a full time **Operations Director** to lead the business, administrative, financial, HR, facilities, and operational side of the church.

This is a senior leadership role, but it is **not a pastoral role**. The Operations Director will not preach, teach, counsel, or serve as a public spiritual leader of the church. This is a behind the scenes role for someone who can bring clarity, structure, follow through, and excellence to the systems that support ministry.

The purpose of this role is to help the church operate well so the Lead Pastor and ministry staff can focus more fully on preaching, vision, shepherding, discipleship, and ministry leadership.

## Qualifications

Preferred qualifications include:

- Experience in relevant leadership, operations, finance, HR, nonprofit, business, church, or administrative experience
- Experience managing budgets, reports, teams, vendors, projects, or organizational systems
- Strong written and verbal communication skills
- Strong organizational and problem solving ability
- High integrity and discretion
- Experience in a church, nonprofit, school, ministry, or mission driven organization is helpful but not required

## Ideal Candidate

The right person will be:

- A mature follower of Jesus
- Deeply aligned with The Orchard's mission and culture
- Highly organized and dependable
- Strong with finances, systems, administration, and follow through
- Comfortable leading behind the scenes
- Able to simplify complexity and bring order to unclear situations
- Calm under pressure
- Trustworthy with confidential information
- Able to lead staff, vendors, contractors, and processes with clarity and kindness
- Local, connected to the valley, or willing to become meaningfully rooted here

This role is a strong fit for someone with experience in business operations, nonprofit leadership, administration, finance, HR, church operations, organizational leadership, or a similar field.

## What This Role Oversees

The Operations Director will provide leadership and oversight to:

- Finance and budgeting
- Human resources and staff systems
- Administrative team leadership
- Facilities and property
- Vendors and contracts
- Insurance and risk management
- Policies and procedures
- Church management systems and data
- Operational planning and execution
- Special projects assigned by the Lead Pastor

This person will also have real authority to operate the business side of the church, including managing vendors, approving repairs and expenses, signing checks and contracts within established policies, accessing payroll as needed, and helping make practical operational decisions.

### **How to Express Interest**

Interested candidates should send:

- Resume or summary of experience
- A brief note explaining interest in the role
- Three professional references

Please also answer briefly:

1. Why are you interested in serving The Orchard in this role?
2. What experience do you have leading operations, finance, HR, systems, administration, or organizational leadership?
3. What makes you a good fit for a behind the scenes leadership role in a growing church?

Send materials to:

**[daniel@theorchardlife.com](mailto:daniel@theorchardlife.com)**

Applications will be reviewed as they are received. The position is open until filled.