



St. Bartholomew's Church

Chief Operations Officer

New York, NY



ST BART'S

Background

St. Bartholomew's Church ("St. Bart's") is a warm, vibrant and growing parish of the Episcopal Diocese of New York, located in the heart of midtown Manhattan at 325 Park Avenue between 50th and 51st Streets. Our mission is to comfort, challenge and inspire a growing community of people in search of meaning and hope in their lives. We experience the mystery of God, hear and wrestle with God's word, share Christ's presence in the sacrament, feel God's love in community, and leave strengthened to live and serve in the world. We passionately serve our city and the larger world, we welcome people of every denomination, and whether you're looking for a church home or just visiting, we invite you into our parish family, both here in New York City and virtually.

We think of our sacred space as a gift – something bequeathed to us by our forebearers and a gift we are called to share with others. More than the landmark building and location, the essence of St. Bart's is its community of members, friends and visitors – a community that lives the Gospel of God's radical welcome to everyone, that embodies the teaching of Jesus. St. Bart's is known for our "radical welcome" to newcomers, our breadth of mission and outreach, our diverse collection of parishioners, extensive educational and ministry opportunities and glorious music. We are fortunate to hold services in an historic building which also comes with an obligation to preserve for future generations.

Learn more about St. Bart's at stbarts.org.

Role

The Chief Operations Officer will be the senior staff officer of St. Bartholomew's ("St. Bart's") Church, reporting to the Rector and working alongside clergy, Vestry and lay leadership to help the Church grow and achieve its strategic goals, increase support and alignment between mission-supporting activities, and reduce the administrative responsibilities of the clergy. This leader will be responsible for leading, setting direction and driving results across all non-worship-related activities, including:

1. **Operations:** Provide the leadership, management, and vision necessary to ensure that the organization has the proper operating systems and operational controls, administrative and reporting procedures, and people systems in place to grow the organization and to ensure financial strength and operating efficiency.
2. **Resource Development:** Drive revenue and profit growth across all mission supporting activities, including other creative ways to use assets for growth, to ensure increased profits to support the mission of St. Barts.

3. **Financial Management:** As a complex organization with diverse revenue models, works closely with the finance and leadership team to ensure that the budget and cash position allows St. Barts to meet all of its programmatic and contractual obligations and preserve financial health; enable the organization to have timely financial reporting and insights in order to make key decisions.
4. **Team and Culture Building:** Develop and implement plans to invest in teams and culture building, and work towards achieving greater collaboration between clergy, staff, and vestry so that everyone is working in concert on strategic goals.
5. **Capital Improvement:** Execute and maintain a long-term building capital improvement plan and work with St. Bart's clergy and staff to have a fundraising plan to support the building.

As a senior member of the leadership team, the COO will accomplish this through a collaborative, constructive and energetic style guided by the mission, vision, and values of the St Bart's. The COO will have 6 direct reports: Director of Finance, Director of IT, Director of Rentals, Director of Facilities. Director of Summer Camp, and the Director of Preschool.

Responsibilities

Operations Strategy

- Partner with the Rector and senior leadership team to assess organizational performance against both the annual budget and long-term strategy.
- Provide actionable recommendations on both strategy and operations-with an eye to continuously developing and improving systems while always creating a positive and vibrant work culture.
- Report to Vestry around issues, trends, and changes in the operating model(s) and operational delivery. Generate reports, dashboards, and develop tools to provide critical financial and operational information to the Rector and Vestry.
- Lead the negotiation of all building rental contracts and development of a broader strategy of growth of rental revenue, working in concert with the Director of Marketing Events.
- Leverage Information Technology tools and systems to support core business initiatives. Support and empower the Director of IT to ensure effective use of Information Technology systems to support membership, giving, volunteering, rentals, etc.

Revenue Growth Strategy

- Serve as the lead on creating a strategy and plan for growing an approximate \$4M in revenues generated through use of the building and oversight of various related Mission Supporting Activities (including a preschool, summer camp, building rentals, athletic facilities, café, and bookstore), including finding new and creative sources of revenue for St Bart's.
- Support of parish giving activities, including working alongside the Development Director to drive growth in various types of giving.
- Maintain and strengthen relationships with users of the building such as the preschool and café (Inside Park), including looking for additional opportunities for strategic cooperation and growth.

Financial Management

- Provide oversight of finance, accounting, and reporting for both the overall parish and individual Mission Supporting Activities.
- Set up and continue to improve effective management reporting systems and processes; develop dashboards to track organizational financial and operational performance.
- Oversee the preparation and approval of all financial reporting materials and metrics for funding organizations and Vestry; prepare and communicate monthly and annual financial statements.
- Development of annual Capex budgets and cash forecasts, inclusive of 3–5 year financial plans. Tracking performance against plan and providing inputs into actions required to deliver short and long-term financial plans.
- Develop a long-term investment plan to ensure the viability of St. Bart's historic building in Midtown Manhattan and oversight of the relationship with St. Bart's Conservancy.

Team Management & Leadership

- Build an effective team dynamic by mentoring and developing the Operations team through the implementation of goals and objectives, monitoring team performance, gathering staff feedback and enhancing team performance and responsiveness.
- Engage other members of the St. Bart's team to facilitate cross-departmental collaboration that positively support St. Bart's mission; establish and lead cross functional meetings with the Church leadership team and departments to communicate and gather information to support decision making.
- Contribute to the organization's efforts to promote an organizational culture of collaboration, open, transparent, and frequent communication, adaptation, alignment with a common vision, and celebration of success in achieving specific project and broader, organizational objectives.

- Provide clear and thoughtful communications with all stakeholders and in particular, staff, to ensure an environment of transparency, clarity of mission and support while also demonstrating high standards of excellence and accountability.
- Provide effective and inspiring leadership by being actively involved in all programs and services, developing a broad and deep knowledge of all programs.
- Support the Rector as directed to work effectively with 501(c)3's that support the building and outreach programs which tie closely to St. Bart's mission.
- Serve on the Rector's behalf to support the 501(c)3's in various capacities including internal meetings and external functions.

Qualifications

The COO must be a seasoned leader with a minimum 10-15 years of financial and operations experience, including at least 10 years at a managerial level. Experience in nonprofit administration, operations or fiscal experience preferred.

The COO will have the following experience and attributes:

- Deep understanding of multi-faceted, complex nonprofit organizations with significant expenses and revenue of over \$10M and assets of over \$20M. Direct experience within religious organizations and/or a strong understanding of the relationship between spiritual and secular leadership and duties is a plus.
- An ability to embrace a mission-driven organization like St. Bart's, lead the team through change, and increase cooperation and collaboration in a respectful way across a complex, multi-faceted organizational structure.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, increasing revenue, and guiding investment in people and systems.
- Demonstrated success in implementing of strategic plans.
- Strong business acumen as well as analytical and financial management skills.
- Proven track record of strong leadership and collaborative management skills; ability to coach and mentor others in making key decisions through critical problem-solving skills.
- Strong communication skills and ability to work effectively with a wide variety of people.
- Approachable, accountable, creative, and systems thinker; strong project manager that is able to multitask while also being highly detail-oriented with exceptional organizational skills.
- A genuine passion for the mission and an appreciation for faith-based values and traditions.

This position description is based upon material provided by St. Bart's, an equal opportunity employer.

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