



St. Stephen's Episcopal Church

Executive Director of Finance and Administration Job Description

St. Stephen's Church is a dynamic, innovative, and diverse parish, one of the largest in the Episcopal Church with six Sunday services and an average weekly in-person worship attendance of approximately 800, with 350 more joining online. But our life and ministry extend far beyond our sanctuary. Our mission is to be a community of hospitality, healing, and hope, sharing the love of Christ. One way we embody this mission is by serving as a hub of daily connection – through formation programs for all ages, twice-weekly parish suppers, health and wellness classes, community events, and more. On our campus, we have a café open six mornings a week, an award-winning Saturday morning farmers market, an independent preschool, a retail gift shop, two pop-up art galleries, and a food pantry.

We are seeking an Executive Director of Finance and Administration to support this dynamic range of ministries and provide critical oversight for the financial aspects of parish life. The director will work as part of a senior leadership team, reporting to the rector, and will also work closely with the director of facilities and operations, the financial assistant, and other staff members. Additionally, the Executive Director will coordinate with members of the vestry, finance, and stewardship committees. The primary responsibilities will be financial and budgetary oversight, human and capital resource management, strategic planning and coordination, and supervision of key facilities and administrative staff.

This position is full-time. The salary range is \$105,000 - \$125,000, commensurate with experience, with generous retirement and life insurance benefits according to the standards of the Church Pension Fund. Health insurance is provided, with an employee contribution of 10 percent of the annual premium for individual coverage, 20 percent of the premium for spousal (or plus one) coverage, and 30 percent of the premium for family coverage. Other benefits include annual paid leave and a continuing education allowance.

A minimum of 7-10 years of executive-level experience in church or nonprofit administration, with a focus on fiscal management, is a key qualification. A bachelor's degree in finance, accounting, or a related field is expected, and an MBA, CPA, or other advanced work is preferred. Strong candidates will be problem solvers, experienced managers, effective communicators, and fluent in nonprofit finance and accounting principles as well as information technology. They will be able to work independently with minimal supervision, while also excited about collaborating with a team to share in meaningful work in a complex system.

Duties include the following, in conjunction with other duties as assigned.

1. Provide fiscal oversight and management of financial operations by:
 - Overseeing contributions, accounts payable, payroll and other transactions
 - i. Supervision of the financial assistant, who aids in this work
 - ii. Collaboration with GuideServe, a third-party accounting firm
 - iii. Maintain proper banking relationships

- Ensuring proper accounting procedures are followed in all ancillary businesses
 - Preparing the annual budget in consultation with the Finance Committee
 - Overseeing the annual audit to ensure timely completion and compliance
 - Monitoring and reporting on the annual operating budget and investment performance, providing monthly report for the finance committee and vestry
 - Evaluating and recommending fiscal policies and overseeing implementation
 - Developing and maintaining adequate financial controls, and working with the Director of Facilities and Operations to manage staff procurement processes
 - Working with each department to ensure budgetary controls
2. Facilitate church administration and human resources management by:
- Overseeing salary and benefits administration, with monthly payroll and pension reporting (the financial assistant executes this work)
 - Providing supervision and support for the Director of Facilities and Operations
 - i. Assist in the administration of capital improvements and expenditures
 - ii. Aid in the negotiation and approval of service contracts and agreements
 - iii. Work with the Director of Facilities and Operations to ensure that the church has updated and secure technology, including computer and network systems, telephone and office equipment, email and internet, with attention to cybersecurity strategy and information management
 - Providing supervision and support for the office manager and financial assistant
 - Ensuring the maintenance of adequate insurance coverage and security measures
 - Working with administrative and facilities staff on purchasing, general office procedures, church database management, and other functions
 - Serving as one of the coordinators of the implementation and use of our church management system, with special attention to the financial parts of the platform
 - Tracking vacation/personal days and continuing education for the staff
 - Conducting annual performance reviews for employees as assigned
3. Support the church's annual and planned giving efforts by:
- Aiding in the implementation of the annual giving campaign by working with the financial assistant to provide information to tailor and track results
 - Supporting the church's planned giving program and coordinating with the endowment committee as needed
 - Working with the financial assistant to process bequests and other special gifts
4. Provide staff presence on the finance and stewardship committees, and attend vestry and executive committee meetings as well (all occurring monthly)
5. With the Director of Facilities and Operations, serve as a key liaison for financial and administrative partnerships with our front porch ministries and other key neighbors, including Dogwood Preschool, the St. Stephen's Café, the St. Stephen's Farmers Market, the May Fair House, and St. Catherine's and St. Christopher's Schools

Applicants should submit a resume, cover letter, and list of references to Mary Feldman, Executive Assistant, at mfeldman@ststephensrva.org.