

JOB DESCRIPTION

Executive Administrator



Employee Name	Open		
Department	STAFF	Exempt	Full-Time

SUMMARY

The Executive Administrator position oversees the critical role of administrative leadership that supports the Lead Pastor in overall church management. This role is responsible for the efficient functioning of various operations including the Church Office; Finance Team and resource management; Facility and Grounds; Safety, Risk & Crisis Management; Communications; Information Technology; Staff Development; Human Resources; Legal, Regulatory & Policy Compliance and Strategic Planning. An essential skill for this role is the ability to drive staff culture change toward greater collaboration, trust, and transparency.

Incumbent in this position is the work with staff, committees, church members, community partners and Presbytery to bring together basic understanding of theological concepts and the mission and vision of First Presbyterian Church, Ann Arbor. The position serves as an essential liaison with Session promoting collaboration and innovation.

REPORTS TO

- Lead Pastor

SUPERVISORY RESPONSIBILITIES

- Human Resources
- Financial Manager
- Property Manager
- Communication Manager
- IT Coordinator
- Operations Manager

EDUCATIONAL REQUIREMENTS

- Bachelor's degree in finance, business administration, or related field, or equivalent experience.

EXPERIENCE REQUIREMENTS

- At least 5 years of administration experience in the non-profit arena, preferably in a large church setting
- At least 5 years of supervisory experience with multiple direct reports

KNOWLEDGE OF

- Understanding of the unique administrative needs and functions within a church setting, including governance structures, policies, and procedures
- Familiarity with the principles of nonprofit management, including legal requirements, fundraising, donor relations, and financial stewardship

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- Knowledge of budgeting, basic accounting principles, and financial reporting specific to church finances, including managing contributions, tracking expenses, and ensuring financial transparency
- Understanding of relevant laws and regulations governing religious organizations and nonprofits, including tax-exempt status, employment laws, and reporting requirements
- Understanding of leadership principles and the ability to manage and lead both paid staff and volunteers effectively
- Information technology operation and management in a church environment, and competence with relevant office software and church management software. This includes maintaining databases, handling email communication, and using technology for administrative efficiency
- Property and grounds maintenance
- Presbyterian theology and governance.

SKILLS (Please note that no one candidate will possess all of these skills. We are looking for candidates who possess some of these skills and can develop the others as they grow into the position.)

- Supervisory
 - Managerial supervision, support, and evaluation
 - Staff development
- Human Resources
 - Hiring and onboarding
 - Human Resources policies, rules, and regulations
 - Payroll policies and procedures
 - Staff development
 - Benefits Administration for ordained and non-ordained employees
 - Disciplinary procedures, protocols, and policies
- Administration
 - Functionality of the Administrative Office | Daily operations
 - Maintenance and operation of office equipment
- Finance & Stewardship
 - Fund accounting systems | church budgeting process
 - Committee Liaison
 - Effective communication of financial information
 - Insurance coverage / risk management
- Property, Safety, & Risk Management
 - Building and grounds management
 - HVAC operations
 - Asset management | Equipment life cycle
 - Life safety systems, policy, and procedures
- Information Technology
 - Hardware and software management
 - Effective use of technology in a church
 - Knowledge of network security software and protocols
 - Use and maintenance of A/V equipment
- Communications
 - Effective use of print and electronic communications in a church-based environment
 - Understanding of web design and maintenance
 - Emergency communications protocols

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- Effective internal communications as it relates to a large, diverse church staff
- Understanding of Strategic Plan development and implementation
- Calendaring and Workflow

Disclaimer

This job description should not be construed as an exhaustive list of duties and responsibilities performed by persons assigned to this classification. It is not intended to limit or in any way modify the right of any supervisor or manager to assign, direct and control the work of employees under his/her supervision. All principle duties and responsibilities of this position are essential functions of the position. Job descriptions are reviewed on a regular basis and may be revised at any time. Revisions will be communicated to employees within the classification. This job description does not constitute a contract of employment; therefore, the Church may exercise its employment-at-will rights at any time. All prospective employees are subject to a successful background check prior to being hired and must follow the Church's Child and Youth Safety Policy.

I have received and understand this position's job description.

Employee Printed Name

Employee Signature

Date