

Director of Administration
All Saints-by-the-Sea Episcopal Church
Santa Barbara, California 93108

Reporting to the Rector, the Director of Administration is responsible for the day to day operations of the church. The Director works closely with numerous lay leaders including the Senior and Junior Wardens of the Vestry, the Treasurer, Budget and Finance Chair and many other volunteer leaders.

All Saints-by-the-Sea is a very active 900 member parish with two full time Priests, and presently with three Priests working on a part time basis. In addition there are six full and part time employees and an active Parish Pre-School. The campus covers three acres containing ten buildings.

Details of the many activities and committees of the church, along with financial statements and board minutes, can be found on our website:

www.allsaintsbythesea.org

The Director actively supports and assists in the ministry of the clergy, staff and congregation, as well as vendors, contractors, community leaders and the diocesan staff.

Responsibilities of the position include:

Communications: Manage and coordinate all communication programs, including website design and upkeep, mailings, church-wide email-publications, printed materials and newsletters.

Human Resources: Manage the staff, volunteers and personnel programs, including benefits and hiring and termination procedures.

Technology: Maintain the membership database and other software services. Research new hardware and software to plan for the future needs of the organization.

Buildings and Grounds: Manage the campus by coordinating the maintenance staff, contractors, vendors, and all repair work.

Finance: Assist with the preparation of the annual budget, help coordinate the annual Stewardship campaign, review monthly financial statements and approve all invoices. Help to coordinate the annual audit and maintain appropriate financial controls.

Capital Campaign: The parish is about to commence a capital campaign to raise several million dollars to preserve and improve the Sanctuary and increase existing reserve funds. The Director will play a major role by coordinating campaign materials, scheduling meetings, maintaining campaign records and coordinating the liaison with the outside campaign professionals.

The Ideal Candidate

The Director of Administration will be a self-directed manager coordinating overlapping initiatives with patience and good humor. He or she will have experience working in small and large group settings, both with employees and volunteers. The ideal individual will have experience with a wide range of computer hardware and software, including the Microsoft Office Suite, Adobe Creative Suite and Quickbooks, and must have the ability to quickly master new systems. The applicant must be a person of the highest integrity who maintains confidentiality and professionalism in many different types of situations.

A bachelor of arts in a relevant field, plus 3-5 years working experience would be ideal. A familiarity with a liturgical worship environment, including knowledge of the Episcopal Church would be beneficial.

Compensation is negotiable commensurate with experience and qualification. Excellent benefits include health and dental insurance, disability insurance, life insurance as well as pension and vacation accruals.

Interested applicants should send their resume and cover letter outlining their suitability for the position to: robbie@asbts.org.