



DIRECTOR OF OPERATIONS

THE IDEAL CANDIDATE

We are seeking a Director of Operations who combines strategic and operational expertise with a collaborative, people-focused approach. You are skilled at navigating governance, HR, finance, and compliance, while also fostering strong relationships, supporting teams, and creating systems that enable/equip both people and ministry to thrive/grow.

About Us

The vision and mission of the British Columbia Conference of MB Churches is to multiply Christ-centered churches to see the people of BC transformed by the good news of Jesus Christ.

We are a fellowship of churches unified in mission to spread the teaching of Jesus Christ in British Columbia and beyond.

Position Summary

The Director of Operations (DOP) leads strategic and operational functions for BCMB, including governance, policy, HR, finance, property, and risk management in collaboration with the Executive Director. The DOP ensures compliance, operational effectiveness, and supports BCMB's mission.



Position: Full-time, on-site

Reports To: Executive Director

Compensation: \$90,000 to \$105,000/year



KEY RESPONSIBILITIES

Operational & Financial Oversight (40%)

- Manage staff scheduling, vacation, communications, hiring practices, onboarding, and employment documents.
- Review church finances; monitor statements, audits, contributions, and compliance filings.
- Prepare budgets and financial reports; coordinate year-end audits.
- Oversee document management and software systems.
- Participate in Stewardship and Governance Committees, coordinate agendas, meetings, and action items.
- Ensure compliance with CRA, BC Societies Act, and other regulations, including managing insurance, licensing, and risk.

Policy Development & Compliance (25%)

- Maintain a resource library of policies and best practices for churches.
- Draft, update, and implement organizational policies; consult stakeholders.
- Develop templates for employment and governance documents.
- Ensure secure access to sensitive documents and compliance with privacy laws.
- Advise churches on legal or HR questions and regulatory compliance.
- Support governance improvements and provide related training.



KEY RESPONSIBILITIES CONT.

Governance & Board Support (20%)

- Update governance policies; coordinate with committees for approval and implementation
- Lead onboarding for directors and ensure understanding of roles and responsibilities.
- Prepare meeting materials and support board decision-making.
- Advise on governance issues and monitor trends; organize board reviews.

Strategic Initiatives & Community Engagement (15%)

- Lead strategic projects to improve operations and governance.
- Manage project plans and cross-team execution.
- Support church governance and organizational changes.
- Develop networking groups and leadership training opportunities.

Qualifications

- Commitment to BCMB's mission, values, and Confession of Faith
- Degree in business administration, management, or related field
- Proven project management and change management skills
- Familiarity with financial software and relevant tools
- Exceptional organizational abilities, including the capacity to manage multiple tasks and projects simultaneously while maintaining attention to detail.
- Experience in operational leadership, governance, HR, and financial management, ideally in non-profit or church settings.
- Proven track record of working effectively with diverse groups, building strong relationships, and promoting teamwork.
- Demonstrated proficiency in analyzing complex situations and data to make informed decisions.
- Ability to develop and implement strategic plans that align with the organization's goals.
- Excellent communication skills, both verbal and written, to effectively convey ideas, present information, and collaborate with team members and stakeholders.
- Demonstrated ability to lead and inspire teams, fostering a positive and productive work environment.

To Apply

To apply please submit your cover letter and resume to reg@bcmb.org. If you would like to express interest and learn more please feel free to reach out to Reg Toews, Executive Director at reg@bcmb.org. Thank you for your interest, however only shortlisted candidates will be contacted. We look forward to hearing from you!

