Our Mission:

We strive to embody the hope and love of Jesus for all through service, worship, and companionship.

Position: Director of Administration
2026 Staff Member:
Reports to: Senior Pastor

General Description
The Director of Administration ensures administrative, financial, operational, and governance structures of HPCUMC are strategically aligned, legally compliant, and executed with excellence, and that processes and policies are created, followed, and updated, in order to ensure efficient daily operations and effective implementation of the mission, vision, and values of HPCUMC as a multi-campus church. The Director will support Christian leadership development in staff and laity through facilitating effective messaging, training, team-building, and reporting in relation to the action steps of the HPCUMC Strategic Plan. The Director partners directly with the pastoral and ministry staff and the Servant Leadership Board (SLB) to oversee HPCUMC's corporate assets and institutional infrastructure—specifically finance, human resources, property and facility governance, information technology, communications and denominational compliance—allowing pastoral staff and ministry teams to focus fully on pastoral care and spiritual growth. The Director of Administration serves as a member of the Equipping Team and the SLB (non-voting), reporting to the Senior Pastor.

Staff Commitments
Commitment to the mission, vision and values of Hyde Park Community United Methodist Church
Commitment to team ministry
Commitment to excellence in all areas of responsibility

Responsibilities
The Director of Administration will work closely with the pastoral and ministry staff, and the SLB, in providing leadership and support in the following areas:

Supervision
- **Supervision**: Supervise the Director of Finance, Director of Communication, Receptionist and Ministry Assistant, contracted IT Service Vendor, contracted Facilities Management vendor, and Director of the Hyde Park Preschool.

Strategic Oversight
- **Multi-Campus Integration:** Ensure that the staff supporting, and the physical properties constituting, both the Hyde Park campus (and parsonage) and Over-the-Rhine (OTR) campus are seamlessly integrated with respect to all applicable financial, HR, IT, and safety protocols of HPCUMC.
- **Preschool Governance:** Lead annual administrative reviews with the Hyde Park Preschool to align budgets, policies, and operational developments.

Servant Leadership Board & Strategic Support
- **Governance Administration:** Partner with the Senior Pastor, ministry staff and SLB Chair to establish board agendas, coordinate timely distribution of reports, and formally serve as the Secretary of the SLB.
- **Board Education:** Coordinate annual training, organizational adjustments, and continuing education for SLB members.

- **Strategic Metrics:** Administer the tools, systems, and benchmarks required to implement, and measure and report the concrete outcomes of, the HPCUMC Strategic Plan, and provide input and guidance in development of future plans.
- **Inclusive Practices:** Audit HPCUMC administrative processes regularly to ensure operations embody inclusive rather than dominant structural practices.

Fiscal Operations & Stewardship Governance

- **Budget Development:** Partner with the Director of Finance to facilitate, prepare, and monitor the annual operating budget, incorporating input from the pastoral and ministry staff, the SLB Finance Committee and the HPCUMC Endowment Committee.
- **Endowment:** Ensure that all endowment activities, management practices, and distributions (including those supporting HPCUMC operations and capital budgets), comply with the governing documents of HPCUMC and the HPCUMC Endowment, donor-restricted covenants, and applicable laws and regulations.
- **Policy Enforcement:** Formulate, evaluate, and enforce robust internal financial controls, policies, and ethical accounting procedures.
- **Transaction Oversight:** Ensure that all accounts payable, accounts receivable, unrestricted contribution, designated gift, payroll, and ledger transactions executed by financial staff meet the highest ethical and efficiency standards.
- **Audit & Compliance:** Govern the annual HPCUMC audit process to assure full legal compliance, accurate reporting, and timely completion.
- **Asset Performance:** Monitor investment and HPCUMC Endowment performance alongside the SLB Finance Team and the Endowment Committee.
- **Gifts Administration:** Administer the tracking, database management (Realm), and operational infrastructure for annual and other HPCUMC initiatives seeking gifts that support HPCUMC's ministry and programs and capital projects as developed by the pastoral and ministry staff, and the SLB.
- **Contract Management:** Review and negotiate all legal corporate contracts and service agreements in collaboration with the pastoral and ministry staff and applicable SLB Committees, and assure such contracts and agreements are signed and implemented in accordance with policies adopted by the SLB.

Human Resources & Denominational Compliance

- **HR Infrastructure:** Maintain and enforce the Employee Handbook, personnel files, and operational policies in compliance with federal, state, and United Methodist connectional systems.
- **Personnel Committee Partnership:** Act as the primary administrative liaison to the SLB Personnel Committee to manage onboarding, talent acquisitions, searches, and structured employee exit processes.
- **Performance Governance:** Standardize and facilitate HPCUMC's annual pattern of performance reviews, goal-setting, and ongoing professional development for all staff.
- **Safer Sanctuaries:** Oversee the updating, execution, and tracking of HPCUMC's Safer Sanctuaries background check and safety policies, ensuring 100% annual training compliance across staff and volunteers.
- **Benefits Administration:** Oversee health, retirement, and denominational benefit administration for all HPCUMC employees in alignment with Ohio Conference guidelines.

Institutional Technology

- **IT Infrastructure:** Oversee information technology purchase and service contracts to ensure secure, modern network systems, telephone lines, office equipment, and internet protocols.
- **Software Optimization:** In coordination with the SLB Property Committee, evaluate, audit, and upgrade HPCUMC software systems for maximum operational data integrity, online security, consistent systems usage and appropriate document retention.

Property & Facilities Governance

- **SLB Alignment:** Collaborate with the pastoral staff and the SLB Property Team to facilitate long-term property upkeep, preventative maintenance planning, and building improvements for all HPCUMC campuses, including the Hyde Park campus, the OTR campus and the parsonage, as well as any additional properties acquired.
- **Risk Management:** Manage HPCUMC's comprehensive liability insurance portfolio, negotiating annual renewals and verifying appropriate coverage across all properties and entities.
- **Operations Oversight:** Ensure the contracted Facilities Manager maintains adequate custodial support, tracks building repair work orders, and executes routine safety inspections for all HPCUMC properties.
- **Security & Access:** Oversee the administration of facility security measures, access control schedules, door codes, and building protocols.
- **Facility Usage:** Govern building use contracts, fee schedules, and rental agreements for outside groups, community tenants, and special events.

Qualifications and Skills

- **Education:** Bachelor's Degree in Business Administration, Finance, Non-Profit Management, or a closely related field required. Master of Business Administration (MBA) or Certified Church Business Administrator (CCBA) designation highly preferred.
- **Experience:** 3–5+ years of progressive, senior-level administrative, financial, and human resources management experience within a church or large non-profit environment.
- **Technical Proficiency:** Advanced capacity to oversee and manage religious institution-related systems such as Realm, accounting software solutions, and office productivity platforms (Microsoft Office 365 / Google Workspace).
- **Denominational Knowledge:** Deep familiarity with—or an active willingness to quickly master—United Methodist Church connectional systems, annual conference structures, and the polity of the Book of Discipline.
- **Core Competencies:** Exceptional executive communication skills, proven managerial acumen in strategic planning, financial and human resources management, strict adherence to confidentiality, and a deep commitment to HPCUMC and its mission and high-level ethics in institutional governance.

Accountability

The Director of Administration maintains an accountability structure by:

- Functioning as an active, supportive leader within the Equipping Team.
- Reporting directly to the Senior Pastor as detailed in the HPCUMC Organizational Chart.
- Working in alignment with the mission of HPCUMC and The United Methodist Church as outlined in the Strategic Plan, Inclusivity Statement, and Employee Handbook.
- Demonstrating a commitment to team ministry by actively supporting the collective goals, metrics and objectives of the HPCUMC staff.