

CHURCH CHIEF OPERATING OFFICER (C-SUITE EXPERIENCE REQUIRED)



New Birth Missionary Baptist Church (NBMBC) is a thriving Christian church located in Stonecrest, Georgia. Along with being a dynamic ministry, New Birth is committed to being a powerful force in the community, serving those who are in need and exist beyond the walls of the church. New Birth is actively involved in many service-oriented initiatives that include outreach, pastoral care, programs for children and youth, and Christian education for all ages.

We are seeking a dynamic and forward-thinking **Chief Operating Officer (COO)** to help lead a thriving, multi-faceted ministry into its next season of impact and growth. This is a rare opportunity for a seasoned executive to partner closely with the Senior Pastor, translating vision into strategy and ensuring operational excellence across a complex organization. The ideal candidate is both a strategic architect and a disciplined operator—capable of building systems, leading high-performing teams, and advancing a mission that extends beyond the walls of the church.

Key Areas of Oversight

- Human Resources
- Finance
- Facilities Management (all properties)
- Security and Risk Management
- Information Technology
- Administrative Operations
- Fitness Center
- Additional areas as assigned

Core Responsibilities

Strategic Leadership & Execution

- Translate vision into operational plans, goals, and performance metrics
- Align ministry needs with operational capacity and resources
- Identify risks and implement improvements

Staff Leadership & Administration

- Supervise directors and department leaders
- Oversee hiring, training, performance management, and compliance
- Foster a culture of accountability, collaboration, and professionalism

Financial Management & Stewardship

- Lead budgeting in partnership with finance leadership
- Monitor financial performance and approve expenditures
- Oversee vendor contracts and ensure responsible resource use

Operations & Facilities

- Ensure safe, functional, and well-maintained facilities
- Oversee support services (maintenance, logistics, events)
- Maintain compliance with safety and regulatory standards

Security & Risk Management

- Implement security protocols and emergency preparedness plans
- Ensure safety of people and assets
- Coordinate with external agencies as needed

Communication & Reporting

- Provide regular updates to the Senior Pastor
- Ensure clear communication across departments
- Maintain effective reporting systems

Collaboration & External Relations

- Partner with the Senior Executive Team
- Serve as liaison between leadership, staff, and external stakeholders
- Representing the organization with vendors and external partners

Governance & Compliance

- Ensure adherence to laws, policies, and procedures
- Safeguard confidential information

Additional Responsibilities

- Participating in leadership meetings and major events
 - Represent the Senior Pastor as needed
 - Perform other duties supporting the mission
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Supervisory Structure

- Reports to: Senior Pastor
 - Supervises: Department leaders and operational staff
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Qualifications

Education & Experience

- Master's degree (or equivalent experience)
- 7–10 years of leadership in operations or administration
- Experience managing multiple departments and teams

Skills & Abilities

- Strong leadership, planning, and decision-making skills
 - Knowledge of HR, budgeting, and operations
 - Excellent communication and interpersonal skills
 - Ability to handle confidential information
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Faith Alignment

- Supports the mission and vision of NBMBC
 - Active membership preferred
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Work Environment

- Multi-site church environment
- Evenings, weekends, and occasional travel required

Salary + Benefits

- Annual Salary Range: \$110k to \$130K
- Health + Life Insurance
- Paid Time Off

