



PERSONNEL POSITION DESCRIPTION

Executive Administrator

Purpose + Function

The Executive Administrator will oversee the operations of key administrative and support functions at Purcellville Baptist Church (PBC). This leadership role is crucial in ensuring the smooth, efficient running of various ministries and functions. The Executive Administrator will work closely with department heads to implement strategic initiatives, manage resources, and support the day-to-day operations of the church. The role will require leadership, strategic direction, and operational support, ensuring that all departments are aligned with the church's mission and vision.

Reporting Relationships

Reports to the Senior Pastor

Key Responsibilities

Leadership and Supervision:

- Oversee and support the HR/Finance/Legal Director, Facilities Assistant, MDO Preschool Director, Events & Communications/Admin Coordinator, and other administrative staff to ensure alignment with church goals and smooth operations.
- Provide leadership, guidance, and accountability to staff members under your supervision, ensuring they have the tools and resources needed to succeed.
- Foster an environment of collaboration, ensuring clear and efficient communication between all departments.

Operational Oversight and Coordination:

- Ensure that daily operations run smoothly by managing and coordinating administrative processes across all departments.
- Develop, implement, and refine administrative systems and processes to improve efficiency, task management, project tracking, and departmental communication.
- Serve as a liaison between ministry departments and senior leadership, providing support for strategic initiatives and church events.

**Financial and HR Oversight:**

- Work closely with the HR/Finance/Legal Director to support the financial and HR functions of the church, ensuring compliance, budgeting, and legal requirements are met.
- Oversee budget management, preparing and monitoring budgets for various departments.
- Coordinate with leadership to ensure proper resource allocation and stewardship of church funds.

Events & Communication:

- Oversee Events & Communications/Admin Coordinator and the team to ensure smooth coordination of church events, communications, and administrative tasks.
- Support planning, organizing, and executing church-wide events, ensuring timely communication, volunteer coordination, and logistical planning.

Team Development and Training:

- Provide ongoing training and professional development opportunities for the administrative team, promoting a culture of growth, innovation, and excellence.
- Develop systems to promote team accountability and ensure that each department operates effectively.
- Conduct regular performance reviews and one-on-one meetings with direct reports to assess their progress and development.

Strategic Planning and Execution:

- Collaborate with senior leadership to align church goals with operational initiatives, ensuring the efficient execution of church-wide strategies.
- Ensure all departments are aligned with the overall mission and vision of the church.

Miscellaneous Administrative Support:

- Assist senior leadership and staff with special projects, administrative tasks, and other duties as assigned.
- Provide high-level administrative support for meetings, events, and communication initiatives.



Weekly Duties of the Executive Administrator

Staff Supervision & Leadership:

- Conduct weekly check-ins with direct reports to ensure operational alignment, resolve issues, and track progress on current projects.
- Direct Reports
 - Finance/HR/Legal Director
 - MDO Director
 - Facilities Assistant
 - Events & Communications/Admin Coordinator
 - Senior Pastor/Worship Admin
 - Family Admin
 - Facility/General Admin
 - Next Steps Admin
- Hold weekly team meetings with the broader administrative team to discuss needs, challenges, and upcoming events.

Operational Management:

- Review the progress of ongoing church-wide initiatives and events, ensuring deadlines are met and resources are allocated effectively.
- Oversee the execution of regular church events and activities, ensuring communication flows smoothly between all departments.

Financial Oversight:

- Review weekly financial reports with Finance/HR/Legal Director to track expenses, income, and budget performance.
- Approve purchase requests and work with department heads to ensure proper use of church resources.

HR Management:

- Address HR-related issues and provide necessary support to ensure staff well-being and resolve any personnel concerns.
- Monitor staff performance and support any needs for training or professional development.



Event & Communication Support:

- Ensure the Events & Communications/Admin Coordinator has the resources needed to manage events and communications effectively.
- Track the status of upcoming events and ensure that volunteers, materials, and tasks are organized and on schedule.

Team Development:

- Conduct performance reviews, identify areas for growth, and provide coaching and feedback to the administrative team.
 - HR/Finance/Legal Director
 - MDO Director
 - Facilities Assistant
 - Events & Communications/Admin Coordinator
 - Senior Pastor/Worship Admin
 - Family Admin
 - Next Steps Admin
 - Facility/General Admin
- Identify areas where additional resources or support may be needed to meet team and ministry goals.

Strategic Planning:

- Participate in strategic meetings with senior leadership to ensure the church's goals are being met and make recommendations for improvements where necessary.

General Administrative Support:

- Manage correspondence and follow up with key personnel regarding the status of various tasks.
- Assist senior leadership with specific projects and tasks as needed.

Requirements

- Ability to work with and MS Word and Excel. Knowledge of Quickbooks is helpful.
- Ability to remain stationary for extended periods of time while managing Administrative tasks
- Ability to communicate with staff and vendors to effectively inform and resolve issues
- Ability to detect and identify issues through auditing and reporting

Salary Structure + Benefits

- Position is exempt for labor management purposes
- Full Time with Benefits

Revised 04/09/2025