OPERATIONS DIRECTOR
Position Description

This position is ideally filled by an individual who will join Richmond Hill’s residential community, however residency is not required. The person in this role is responsible for managing all business and administrative operations of Richmond Hill in order that Richmond Hill’s four-fold mission and related programming are maximally prioritized and implemented.

RESPONSIBILITIES/DUTIES
[Reasonable accommodations may be made to enable individuals with disabilities to perform these responsibilities/duties.]

- Human Resources management and personnel practices, including:
  - Compensation, including insurance benefits and 403B retirement plan
  - Planning and ensuring the effective administration of benefits for all employees
  - Staff search processes and onboarding
  - Assignments and job responsibilities for staff
  - Personnel performance reviews and assigning goals and objectives
  - Maintaining appropriate personnel files
  - Continuing education for staff
- Acquisition and retention of adequate insurance coverages for Richmond Hill
- Providing contract administration including oversight of the bid process, approvals, contract performance and compliance
- Ensuring that Richmond Hill has the proper technology to meet needs:
  - Computer and network systems
  - Telephones and office equipment
  - E-mail and internet connections and procedures
- Management of a contract bookkeeper with responsibilities for:
  - Provide monthly financial reports for the Council Treasurer, the Finance Committee and Council
  - Purchases, contributions, accounts payable, payroll and all other financial transactions; includes making required entries into the accounting system
- Fiscal oversight and guidance
  - Preparation of the annual operating budget, with support and input from the Treasurer and Co-Pastoral Directors
  - Overseeing the annual audit to ensure timely completion and compliance
  - Monitoring the annual operating budget, endowments and investment performance
  - Evaluate and recommend financial policies and oversee their implementation
  - Develop and maintain adequate financial controls
- Ensure timely submission of legally required reports and filings
- Preserve the official records of Richmond Hill, including compliance with state and federal requirements (sales tax, solicitation filing, 990 reporting, etc.).
- Participate as a member of Council and in the activities of the Executive Committee and operations-related Committees
- Participate in the activities of and serve as staff-liaison to the Finance Committee
• Other expectations:
  o Attend weekly staff meetings
  o Lead monthly administrative all staff meetings
  o Attend or support Richmond Hill’s special events, as appropriate and able

SERVES AS A “DIRECT SUPPORT” TO THIS POSITION
Operations-related positions

BENEFITS FROM THE “DIRECT SUPPORT” OF THIS POSITION
Co-Pastoral Directors

HOURS/SCHEDULE AND COMMUNITY COMMITMENT
As a RESIDENT:
• This individual will live on the premises and participate in the life of the Community as outlined in these documents: Resident’s Letter of Understanding and the Residential Community Handbook. A commitment of at least 2-3 years is preferred.
• Full-time, up to 40-hours per week: scheduled with Direct Support; independently tracked; to include Tuesday – Friday from 9:00a – 5:00p, plus a minimum of 5 additional hours; observant of Monday as the residential community’s Sabbath. Any time-off is earned and taken in accordance with the Residential Community Handbook.
• Compensation includes meals on site, an apartment, and a stipend (which generates a W-2 following the end of the calendar year)

As a NON-RESIDENT:
• All compensated employees are strongly encouraged to embrace the tenets of the Rule of Richmond Hill and, when on site, to attend the Community’s 15-minute prayer services (scheduled 7:00a, noon, 6:00p).
• Full-time, 40-hours per week: scheduled with Direct Support; independently tracked; typical hours are Monday from 9:00a – 5:00p remotely and Tuesday – Friday from 9:00a – 5:00p. Any time-off is earned and taken in accordance with the Employee Handbook.
• This position is classified as “exempt” under the Fair Labor Standards Act and will be filled by an individual serving as an employee and receiving a W-2 after the calendar year.

DESIRED START DATE
May 2023

COMPENSATION
Non-residential employees and residential community members share a deep commitment to Richmond Hill’s mission. Their skills, experience, and capabilities regularly exceed the compensation Richmond Hill can supply. Consequently, the salary (employees) and stipend (residents) levels are modest and firmly fixed at $37,500 and $17,000, respectively.
Available benefits are generous and include full-funding of health, vision, and dental insurance; Richmond Hill contributions to a 403B retirement plan; paid holidays and vacation; and an historic and sacred workplace. Plus, Resident compensation includes meals on site, an apartment, and some enhanced retirement and benefit/insurance options.

Richmond Hill does not provide relocation expenses.

QUALIFICATIONS
The following list characterizes the knowledge, skill, and ability that will allow an individual to satisfactorily fulfill this position’s responsibilities/duties.

- Possess a solid understanding of the spiritual nature of the residential community and a commitment to the Richmond Hill mission
- A minimum of 3 years of executive-level experience in a business or nonprofit organization
- Proven leadership experience and management skills
- Excellent interpersonal and communication skills
- Mature judgment to work with a wide range of constituencies and the ability to make decisions while creating an environment of consensus
- Financial management skills, including budget preparation and management
- Experience providing HR-related services (e.g., hiring, onboarding, performance reviews)
- QuickBooks familiarity, preferred

TO APPLY
Answering a call to live in community as a resident is an intentional process requiring mutual discernment between the applicant and Richmond Hill—and can take one to three months to complete. Non-residential fulfillment of the role may be nearly similar in length, as residential candidates are considered.

To apply for this role and, perhaps, the opportunity to live in community at Richmond Hill, please send a cover letter discussing your interest and a resume to apply@richmondhillva.org. Richmond Hill will accept submissions until this position is filled.

This position description reflects Richmond Hill’s current assignment of functions, it does not proscribe nor restrict the tasks that may be assigned in the future.

April 2023