



Redeemer LSQ Job Description

Position: Managing Director

FLSA: Exempt

Band: 8

Department: Redeemer Lincoln Square

Reports to: Site Pastor, LSQ

Date: Nov. 1, 2020

Work Hours: Full-time

Reporting to the Lead Redeemer Lincoln Square Pastor, the Managing Director will take the lead role in the management of the Lincoln Square team. This role includes overseeing and directing all internal operations and interactions with other Redeemer churches and ministries, as well as interfacing with outside contractors and services who oversee HR, finance, accounting, etc. This person will work closely alongside the LSQ Pastor in order to effectively implement the LSQ Pastor's vision for the church, and will direct and oversee day-to-day operations, strategic planning initiatives and implementation including managing workflow, streamlining processes and troubleshooting.

The Lincoln Square congregation is three years old and therefore, the Managing Director position will largely emphasize building the staff team needed for care for the LSQ congregation in the next phase of this church's life, and establishing systems and culture that will lead to thriving for the team and congregation. This position envisions a highly collaborative, dynamic, team-based approach to ministry within the Lincoln Square staff team, across congregations and between staff and volunteers.

The core skills required for success include excellent managerial skills, effective communication and listening, winsome, inspiring and vision-oriented leadership, sound reasoning and judgement, exceptional work ethic, strategic thinking, the ability to plan and execute effectively, strong problem-solving and decision-making skills, and the ability to multitask. The Managing Director supports the LSQ pastor organizationally, so they must be aligned with the vision of Redeemer LSQ and be willing to support, encourage, and "be for" the pastor of LSQ by managing up. Candidates must be familiar with non-profits and ideally have ministry experience whether professional or on a volunteer basis that has given them an understanding of how the church functions.

As a member of the Redeemer LSQ team and as a key leader on the team, it is expected that the Managing Director would also exhibit humility, excellent active listening skills, compassion and empathy, trust, integrity, and maturity.

Responsibilities

- Build and oversee the development, encouragement, and team culture of the Lincoln Square staff, as well adherence to the team values.
- Hold the staff team (both pastoral and support) accountable to responsibilities in job descriptions and lay out action plans/steps for each staff member to reach designated goals for the year.

- Work with the LSQ Pastor and elders to establish key organizational goals, priorities, benchmarks and timetables each ministry year. Ensure these are met in a timely and effective way.
- Direct and oversee daily operations as well as strategic planning initiatives and implementation.
- Interface with the elders regularly to inform them of happenings and loop them into necessary strategic decisions.
- Provide support to the Communications and Generosity Manager as it relates to generosity initiatives to grow our congregation in generosity.
- Work alongside Redeemer West Side Exec Pastor to discuss joint events, shared resources, policies, etc.
- Attend Network Leadership Team meetings to discuss Redeemer network matters and decisions.
- Oversee the assembly of the annual operating budget for review by the LSQ Pastor and Session
- Maintain fluid communications with the LSQ Financial Oversight Committee, and work with the Ministry Consultant to report metrics weekly.

SKILLS

- Excellent leadership and management skills with a demonstrated ability to work in partnership with senior leaders and staff.
- Winsome leader who is humble, teachable, approachable, able to coach and empower others.
- Embraces Redeemer LSQ and the Lead Pastor's vision, both professionally and personally.
- Ability to prioritize and manage multiple projects, relationships and resources simultaneously through tracking, list-keeping and accountability.
- Keen strategic thinker and ability to plan and execute complex ministry plans.
- Strong people skills and personal commitment to gospel transformation in all areas of life.
- Excellent written, oral, interpersonal and presentation skills.
- Strong planning, problem solving, decision-making skills and discernment.
- Conversant with center-city ministry challenges – skepticism, transience, urban work culture, etc.

EXPERIENCE

- Experience supervising, collaborating with and empowering a staff team in a manner that is flexible, supportive and goal-driven.
- Familiarity with how a church functions and is run
- Minimum of 10+ years of business and management experience.
- Past experience in both corporate business and 501(c)3 nonprofits. Ministry experience a strong plus.
- Bachelor's degree required, higher education a plus. MBA preferred

CULTURE/CHARACTER

- Spiritual Maturity: Ministry approach to leadership as service and relational empowerment. Committed to personal holiness, growth in grace, and reconciliation in relationships.
- Committed to healthy team dynamics (conflict resolution, collaboration, ability to fail, pursuit of excellence, open communication, etc.)
- Emotionally mature and wise, exercising good judgment and integrity with ability to inspire and lead leaders, officers, congregants, staff.
- Very strong work ethic with a passion for excellence
- Breeds positive, collaborative, innovative ministry culture characterized by prayerfulness, hope for the city and others, gospel humility and boldness, enthusiasm and love for others
- Proactive self-starter who is creative, motivated and diligent in work product with high commitment to professional excellence.
- Committed to creating systems while allowing for fluid innovation where needed.
- Ability to commit to a specific course, but flexible enough to adapt as needed.
- Ability to live and thrive in center-city context.
- Team player able to interact with teammates and supervisors

LSQ'S TEAM CULTURE VALUES:

- Trust and honesty – has integrity in their work and can be trusted with confidential matters.
- Vulnerability and directness – our team is a community as well as a business, so a willingness to share openly is important, as well as to be direct in feedback for the betterment of the organization and team members.
- Staff collaboration and participation – being a team player and acknowledging we are better when we work together.
- Spiritual Disciplines – Healthy rhythms in their walk with Jesus
- Respect for teammates
- Humor and built-in fun – Not being too serious, but enjoying that we are called to this work together.
- Value and respect for sabbath – works hard, but also respects sabbath weekly
- Flexibility – adaptable and not a “challenger” desiring to get their own way