



Madison, WI

DIRECTOR OF ADMINISTRATION

Bethel Lutheran Church is a historic 170-year-old congregation in the heart of downtown Madison, just blocks from the Wisconsin State Capitol. Grounded in our mission to be a *"city-wide church with a world-wide ministry,"* we are a community that seeks to connect faith with everyday life—within our congregation, across our city, and beyond.

We are seeking a highly organized, mission-driven leader for our full-time Director of Administration to support Bethel's work by serving as the senior administrative leader overseeing the day-to-day management of operations and staff. This position provides direct oversight of matters related to church finance, administration, IT, HR, and facility management. The ideal candidate brings a combination of strong leadership, strategic thinking, and attention to detail along with financial expertise and a commitment to responsible stewardship of church resources.

Role Responsibilities:

- Oversee, develop, maintain and ensure adherence to operational policies and procedures aligning with the mission and vision of Bethel.
- Ensure compliance with church bylaws and legal requirements and ensure fiscal responsibility and financial integrity of resource allocations.
- Oversee and manage vendor and contractor service agreements to provide support to the overall church operation.
- Oversee and support the management of facility contracts and lease agreements, and serve as fiscal reviewer and approver.
- Oversee the building use agreement process and ensure alignment across resources to provide appropriate services.
- Oversee church systems and communications tools and serve as a resource for staff.
- Manage, maintain and ensure adequate insurance coverage (property, liability, workers' compensation).
- In collaboration with the Building Manager, lead safety and security initiatives at Bethel, including oversight and management of the incident reporting process and follow through on incident resolution.
- Oversee all financial operations to ensure accuracy, reliability, safeguarding of assets, and adherence to sound internal controls.
- Provide strategic financial analysis including the identification of financial trends, and areas of opportunity along with collaborating with the development team on current revenue streams.

- Oversee the church financial policies, update and implement changes when needed, and ensure sound financial stewardship and fiscal policies are exercised.
- In collaboration with the Lead Pastor, manage and lead the creation of a forecast and annual BLC budget process and present the final proposed budget to the Ministry Team.
- Conduct and/or arrange for financial audits (internal and external) and lead implementation of necessary changes.
- Interact with any outside legal and accounting firms when required.
- Staff leadership and management.
- Oversee human resources functions including benefit administration, policy, personnel file management, recruiting, onboarding, and offboarding.
- Integration of key projects and initiatives.
- Regular meeting participation and ministry team support.

Qualification Requirements:

- Bachelor's degree in business, finance, accounting, or management discipline is required, Master's degree preferred.
- 8+ years in a senior-level leader position is required, experience in non-profit or ministry-oriented environments is preferred.
- Experience in leading operations, planning, budgeting, staff management, and organizational leadership is required.
- Experience in overseeing multiple-disciplined teams within an organization including leadership of multiple staff members.
- Demonstrated expertise in financial management and accounting as well as experience with audit, compliance, and budget development is required.
- Experience in creating transparent financial management and reporting systems that provide a basis for decision making while protecting the confidentiality of the data.
- Demonstrated experience in exercising good judgement and high ethical standards in decision making.
- Demonstrated experience in the ability to identify, analyze, and resolve issues with effective solutions.
- Experience in translating strategic vision into actionable plans and ensuring successful implementation.
- Ability to communicate clearly and professionally with internal staff, church leadership, congregation, and external resources.
- Ability to work with a variety of individuals and lead through positive working relationships, providing clear direction, and appropriate support.
- Proven ability to maintain confidentiality and foster trusted relationships.
- Completion of a background check is required.

In exchange, Bethel offers a compensation range of \$100,000-\$115,000 based on experience and a comprehensive benefit offering of health and dental insurance with premiums provided by the organization, retirement plan with organization contribution, parental leave, employee assistance plan, parking, paid time off, and paid holidays. Bethel participates in E-Verify, post-accepted offer, to confirm that the individual is authorized to work in the U.S. To learn more about E-verify, please visit dhs.gov/e-verify.

We'd welcome the opportunity to learn more about your experience, please share your resume to employment@bethel-madison.org.