



Job Title: Director of Operations  
Classification: Salaried, Part-Time, estimated at 20 hours per week  
Reports to: Rector

## **Position Description**

The Director of Operations is responsible for the operations of St. Luke's Episcopal Church in Evanston, IL, including oversight of its physical footprint, technology platforms and infrastructure, and support functions, with the objective of delivering a high quality, consistent experience for parishioners, guests, partners, community members, and tenants. St. Luke's is a lively, growing congregation and a popular venue for performances, outside group meetings, and events, with 350 church members and approximately 5,000 annual visitors. The properties were built between 1906 and 1920, and a large capital campaign and construction project to address several building needs will be taking place in the near future. The position reports to the Rector of St. Luke's and would supervise approximately three part-time employees, work closely with the Parish Administrator and Director of Music, and serve as the primary liaison for vendors, contractors, and partners. In addition, the Director of Operations serves as the point of contact and liaison for volunteer committees related to Buildings and Grounds, Events/Hospitality, and Technology.

## **Background Documentation**

- [2022 Annual Report](#)
- [2023 Strategic Plan](#)
- [Maintenance Calendar](#)
- [RFP for Capital Campaign](#)

## **Essential Duties and Responsibilities**

### ***Physical footprint***

- Manage, execute, and update campus facility maintenance calendar
- Create and manage master facility usage calendar
- Create solicitations and be the onsite point of contact and relationship for all outside vendors and contractors related to building maintenance, security, and construction

- Fully manage facility improvement projects, including project plan, troubleshooting of issues, and providing regular updates with coordinating committees
- Provide recommendations to improve operational flow and other campus adjustments in support of exceptional experiences for parishioners and guests

### *Technology platforms and infrastructure*

- Maintain parish technology inventory list (e.g., hardware, software, subscriptions) and calendar
- Perform typical database management functions (e.g., data quality checks, reporting)
- Serve as primary vendor liaison for third-party software solutions used by St. Luke's (e.g., Realm)
- Serve as primary user liaison for parish technology offerings

### *Support functions*

- Provide operational coordination for all internal and external events, including staffing, space use, resource needs, technology and security
- Oversee contract management, negotiations, and additional requirements (e.g., permits, licenses) for all campus tenants, vendors, and events
- Oversee procurement, purchasing, and operations budget for St. Luke's (approximately \$200,000 annually)
- Oversee compliance with mandatory operational requirements (e.g., mobility and accessibility, background checks, fire safety, etc.)
- Ensure campus security plan is robust and regularly updated

### **Desired Qualifications**

- Experience in faith-based facility operations, nonprofit operations management, project management, event management, or related fields
- Comfort with established technology platforms and ability to engage vendor expertise where needed
- Ability to interact with a wide range of stakeholders, including parishioners, vendors, event planners, and contractors
- Relevant experience managing similar-sized budget and staff
- Ability to work in a high-energy, customer-facing environment with a sense of calm
- Volunteer management experience preferred

### **Hours**

One weekday per week and some Sundays onsite per month. Beyond this requirement, the Director will be expected to establish their own onsite/offsite hours to ensure that campus operations, events, and vendor visits run smoothly.

### **To Apply**

Please send resume and cover letter to the Rector ([kbanakis@stlukesevanston.org](mailto:kbanakis@stlukesevanston.org)).