

Church Administrator: The Method Behind the Mission

Are you a high-level operations professional who loves the intersection of **stewardship and social impact**?

Pullen Memorial Baptist Church is looking for a dynamic **Church Administrator** to serve as an operational leader for our vibrant, justice-seeking community. If you are a problem-solver who can balance a budget, manage a historic property, and lead a talented team with grace and efficiency, we want to meet you!

The Role: Impact Through Operations

As the Church Administrator, you will oversee the vital systems that keep our community moving forward. This is a leadership role where your expertise in finance, facilities, and personnel directly enables the Pullen mission to thrive. You'll report directly to the Pastor and serve as the glue between our staff, our volunteers, our historic campus, and our fiscal health.

Your core areas of influence include:

- **Financial:** Lead the charge on budgeting, payroll, and financial projections, compliance and risk management. You'll partner with the Finance Committee and Treasurer to ensure Pullen's resources are managed with integrity and vision.
- **Facilities & Property Management:** From our main sanctuary to our adjacent property, you'll oversee maintenance, vendor contracts, and volunteers to meet all facility needs.
- **Personnel & Leadership:** Recruit, train, and support a diverse staff team across communications, technology, maintenance, and bookkeeping. You'll ensure our workplace is professional, compliant, and supportive.
- **Technology & Innovation:** Modernize our reach by overseeing hardware, software, and our livestreaming capabilities in coordination with staff and volunteers.
- **Community Coordination:** Manage our **Wednesday Night Program** and serve as the primary liaison for outside groups using our space.

Who You Are

- **A Seasoned Professional:** You hold a Bachelor's degree in Business Administration (or similar) and/or have **5+ years** of experience in administrative management (non-profit or church experience is a huge plus!). You have 1+ years experience in facilities management (or similar).
- **A Financial Whiz:** You're comfortable with Excel and church accounting software (like Realm). You understand that every line item represents a part of our ministry.
- **A Collaborative Leader:** You enjoy working with committees and volunteers. You know how to delegate effectively while rolling up your sleeves when needed.

- **A Tech-Savvy Manager:** You understand that 21st-century ministry requires seamless digital and physical infrastructure.

Why Join Pullen?

At Pullen, we talk about our values and we live them. You will work in an environment that prizes **authenticity, inclusion, and progressive action**. You'll have the opportunity to take true ownership of your work, knowing that your organizational skills are the foundation upon which our community builds a better world.

All are truly welcome at Pullen. We hire without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, or any other characteristic that makes you who you are.

The compensation range for this position is \$55,000 to \$65,000, based on experience. The church offers a comprehensive benefit package including health benefits, generous retirement savings contribution, disability insurance, and life insurance.

Are you ready to partner in leading operations of a community making a difference?

If your answer is **YES**, submit your resume and cover letter to **careers@pullen.org**