

Third New Hope Baptist Church

Detroit, Michigan

Business Operations Manager

About Third New Hope Baptist Church

Third New Hope Baptist Church is a vibrant and historic ministry located in Detroit, Michigan. We are committed to building disciples, strengthening families, and serving the larger community through worship, outreach, and transformative ministry.

Position Summary

The Business Operations Manager oversees the daily administration of the church's business office, coordinates ministry operations, and ensures effective support for staff, volunteers, and ministry leaders. This role manages vendor relationships, church processes, the master calendar, and provides oversight for facility management.

Key Responsibilities

- Oversee daily operations of the business office and supervise administrative/communications staff.
- Manage workflows (payroll submission, vouchers, contracts, leases, reporting).
- Lead annual and mid-year church calendar planning with staff and pastors.
- Develop and manage event processes: planning forms, room reservations, scheduling.
- Serve as liaison for ministry leaders, ensuring smooth coordination of events and activities.
- Manage vendor contracts, renewals, insurance, and licenses.
- Partner with Finance Office on budget development and expense oversight.
- Oversee membership/attendance records and manage database integrity.
- Develop and maintain the church's Emergency Preparedness Plan.

Qualifications

- Bachelor's degree in Business Administration (or related field), or 5–8 years of experience in nonprofit/church management.
- Strong administrative, project management, budgeting, and IT systems skills.
- Excellent communication and leadership ability.
- Must be a professing Christian who supports the mission and vision of Third New Hope.

How to Apply

Submit a resume and cover letter to **Hr@thirdnewhope.com**

Subject line: Application – Business Operations Manager

Third New Hope Baptist Church

Detroit, Michigan

Facilities Manager

About Third New Hope Baptist Church

Third New Hope Baptist Church is a Christ-centered community in Detroit dedicated to spiritual growth, service, and excellence in ministry. We believe our facilities are not just buildings, but tools for ministry — sacred spaces where lives are changed.

Position Summary

The Facilities Manager oversees the care, maintenance, and readiness of all church properties. This role ensures that the buildings, equipment, and grounds are clean, safe, and functional at all times. The Facilities Manager supervises custodial and maintenance staff, coordinates repairs and inspections, and manages room setups.

Key Responsibilities

- Oversee daily upkeep and repair of all church buildings and equipment.
- Supervise custodial/maintenance staff and coordinate workflows.
- Maintain schedules for preventative maintenance and inspections.
- Oversee room setups and readiness for worship services, meetings, and events.
- Ensure compliance with fire codes, occupancy laws, and safety standards.
- Manage vendor contracts for facility services (cleaning, utilities, repairs).
- Coordinate inspections, renewals, and licenses with Business Operations Manager.

Qualifications

- Associate's degree or equivalent experience in facilities management, construction, or maintenance supervision.
- 3–5 years of experience in facilities/property management, preferably in a nonprofit, school, or church setting.
- Strong organizational and problem-solving skills.
- Ability to lead custodial/maintenance teams and coordinate multiple projects.
- Must be a professing Christian who supports the mission and vision of Third New Hope.

How to Apply

Submit a resume and cover letter to **Hr@thirdnewhope.com**

Subject line: Application – Facilities Manager