



Vice President of Operations

Baptist Homes & Healthcare Ministries is a distinctively Christian Ministry called to joyfully serve in a Christlike manner by educating, advocating, and caring for the aging for the glory of God.

Baptist Homes is Unapologetically Christian and Unashamedly Baptist in our Worldview of Providing Compassionate Care!

Position Status:	Full Time, 40 Hours per Week
Employee Classification:	Exempt
Regular Work Hours:	Generally Monday-Friday, between 8:00 a.m. – 5:00 p.m.
Accountable to:	President
Accountable for:	Effective stewardship of operational resources to support the success of Baptist Homes & Healthcare Ministries (BHHM)
Position Overview:	The Vice President of Operations is responsible for leading, managing and facilitating organizational resources to assist the sites in meeting their objectives
Requirements:	The right candidate will have the education and experience appropriate for executive leadership and fiscal oversight of a multi-campus healthcare system

Overview of Responsibilities:

- Recruit, train, manage and otherwise lead an effective team of staff members to complete the responsibilities assigned to the department, including accounting, human relations and
- Serve on the Executive Leadership Team and work closely with other management and senior leadership to assist and facilitate the staff to meet organizational goals and objectives
- Develop and manage an effective, responsive accounting system in partnership with our accounting service to ensure input and output efficiency that will assist managers, leaders and site administrators in decision making
- Develop and manage coordinated compliance standards, monitoring and training

- Develop and manage system wide Information Technology resources that are uniform, consistent, integrated, accessible and cost effective
 - Shall function as the Chief Financial Officer for BHHM and subsidiaries for purposes as identified by the President and for regulatory compliance and reporting.
 - Shall function as treasurer for The Baptist Home & The Baptist Home Foundation
 - Assist site administrators in physical plant functions as needed through the provision of corporate resources, contacts and oversight assistance when needed
 - Coordinate a participatory, annual mission driven budget process
 - Assist President in long term financial planning including facilities planning
 - Serve, support and participate in the Board of Trustee meetings and serve as the staff representative to the Stewardship Committee
 - Participate and assist the President in ongoing, comprehensive strategic planning
 - Advise, consult, support and otherwise assist the President as needed
 - Be available for other duties and assignments as needed

Travel Requirements: Periodic travel from the corporate office in Jefferson City to campuses and constituents across the state and region

Budget Authority: Complete budget authority for cost centers in this area of the organization. This includes strategic development, monthly monitoring and exercising appropriate managerial control

Evaluation: Evaluation will be on an ongoing basis in periodic team meetings and in private conversations. A more formal written evaluation will be completed three times each year. Performance will be measured on the quality and quantity of work performed related to the above responsibilities.

Conduct: It is understood that every employee will make a good faith effort to conduct themselves in a friendly and professional manner at all times. Biblical standards are the overarching guidelines we will adhere to. The Baptist Home Articles of Faith and Core Values serve as a guide and a

benchmark for our behavior. It is expected that each employee will read and abide by the guidelines established in the employee handbook.

“We address the challenges of growing older by providing Christlike care that honors God, minimizes fear, and maximizes peace of mind for you and your loved ones.”