



2300 Hickory St • Casper, WY 82604 • (307) 216-5294

Call for Applications: Operations Manager

- Job Title:** Operations Manager
- Synopsis:** Luther Classical College seeks a full-time Operations Manager to oversee and coordinate the organization's day-to-day operations, including facilities and grounds, administration, security, IT support, logistics, and event coordination.
- Start Date:** As soon as practical by mutual agreement.
- Location:** 514 S Beech St, Casper, Wyoming, 82601.
(Physical presence on campus is required during regular business hours)
- Reports to:** President
- Compensation:** Salary for a candidate meeting the minimum qualifications is \$75,000 per year. A competitive benefits program for full-time employment (including health and retirement benefits as well as tuition discounts for dependent children) is provided in addition to salary.
- Time Commitment:** This position is full-time and will require work to be performed on weekends and evenings from time to time. PTO will be provided for time worked outside of regular business hours.
- Travel Required:** Regular travel is not required for this position. Some travel may be required if advancement duties are added to this position. Such arrangements will be reached by mutual agreement.

Institutional Mission Statement:

Luther Classical College educates Lutherans in the classical, Lutheran tradition and prepares them for godly vocations within family, church, and society, fostering Christian culture through study of the best of our Western heritage.

Job Description:

The Operations Manager leads and manages the organizations administrative, logistics, and facilities activities including ensuring organization support for the strategic vision, optimizing processes and systems to promote efficiency, ensuring compliance with laws, regulations, and LCC policies, and identifying and correcting inefficiency in workflow.

Minimum Qualifications:

- A member in good standing of a Lutheran Church–Missouri Synod congregation, who is committed to the mission of Luther Classical College. (A current member of a congregation of another confessional Lutheran synod should state an intention to join an LCMS congregation upon commencement of duties.)
- Bachelor's degree.
- Experience in college administration, operational management, or similar skill set.
- Strong skills experience in Microsoft Office (Excel, Word, Outlook, PowerPoint).
- Superior interpersonal communication skills.
- Superior organizational and project management skills.
- Willing flexibility to meet the changing needs of a fast-paced and rapidly growing organization.

Additional Desired Skills/Experience:

- Master's degree.
- Previous experience managing facilities, administration, security, information systems, logistics, or similar projects.
- Ability to mentor and develop junior team members.
- Ability to motivate junior team members to excellence.

Duties/Responsibilities:

- Support *Institutional Objective 3*: “To instill in the rising generation of Lutherans the priority of Christian marriage, family, and piety, through instruction in the doctrine of vocation and **the living examples of faculty, staff, and administrators.**”
- Manage facilities, administration, security, information systems, and logistics records and information.

- Develop facilities, administration, security, information systems, and logistics processes and procedures.
- Ensure facilities, administration, security, information systems, or logistics staff complete tasks efficiently and within budgets.
- Ensure all legal compliance related materials and information are available and properly posted.
- Lead, and when appropriate, train/coach all facilities, administration, security, information systems, or logistics staff including chief administrative assistant, executive assistant, facilities manager, and junior staff.
- Conduct regular meetings with facilities, administration, security, information systems, or logistics staff to plan strategy, delegate tasks, provide updates, and gather feedback.
- Communicate daily with team members in order to hold them accountable to goals and keep them focused on assigned tasks.
- Manage tasks and workflows of team members using Trello.
- Attend and participate in meetings of LCC's Building and Grounds Committee, prepare reports on facilities, administration, security, information systems, or logistics activities for the Board of Regents.
- Attend and help plan LCC's annual Christian Culture Conference.
- Track financial data and communicate regularly with the President and CFO to ensure budget compliance and wise stewardship of resources.
- Provide support to, and take direction from, the President and accept his decisions.
- Perform other duties as assigned by the President.

Criteria for Success:

The successful candidate will:

- Be familiar with and passionately supportive of the unique mission of Luther Classical College (<https://www.lutherclassical.org/about>) and the curriculum it offers (<https://www.lutherclassical.org/curriculum>).
- Display a strong ability in project management, strong personal relationship skills, and capability to lead staff of various ages and backgrounds.
- Demonstrate an achievement-oriented personality, with a great deal of confidence and stamina to work hard and take satisfaction from being productive.

Application Instructions:

1. Applications will be considered in the order received and held, at the discretion of Luther Classical College, until a suitable applicant is found.
2. Please send cover letter and résumé via regular mail or email to:

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Business Manager
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Rev. 08/25/2025