**JOB DESCRIPTION**

President & Chief Executive Officer

Chief Technology

Officer

VP of Partnership & Communications

VP of Training & Empowerment

Chief Financial officer & Strategy Catalyst

Global Administrator

Purpose: church/ministry multiplies faithful stewards and mobilizes peer accountability groups to build trust and grow local generous giving to God’s work.

Values: Christian commitment, listening, humble service, global diversity, partnership, biblical teaching, empowerment, transparency, accountability standards, and sustained interdependence.

Job Title: Chief Financial Officer & Strategy Catalyst

Reports to: President & CEO

Job Purpose: The purpose of this full-time position is to manage the financial activities and catalyze strategic projects for church/ministry. Key duties for this position include work in three main areas:

1. Manage financial activities for $ xxx + organization (estimated 2xx-20xx budget)
	* Oversee outsourced bookkeeping, payroll, gift processing, giver data, and other items with Certified Auditor
	* Review church/ministry board policies and suggest revisions or guiding documents as needed
	* Manage financial planning and risk with insurance and related tools
	* Implement budget formation and management processes for internal financial controls
	* Interface with independent financial auditor and ECFA for peer accountability
	* Receive mentoring from and send monthly financial reports to President & CEO / Board Treasurer
2. Catalyze capacity-building strategies that connect individual and institutional partners with church/ministry’s programs
	* Build and nurture relationships with key people and foundations to grow major gifts / grants for church/ministry
	* Create case statements, gift and grant proposals, and oversee all correspondence and reporting
	* Craft strategies to spread church/ministry *Teaching* (governance, administration, fundraising, accountability, etc.)
	* Manage network and partnership relationships as channels for sharing replicable *Training* programs
	* Strengthen peer accountability groups globally with *Teamwork* efforts (IAS, External Review, etc.)
	* Create and implement strategy for resourcing networks and partnerships from the church/ministry *Toolbox*
3. Engage with the CHURCH/MINISTRY Team (weekly / monthly / quarterly)
	* Zoom weekly w/ President & CEO, monthly w/ church/ministry team, and as needed w/ Regional Facilitators
	* Work collaboratively on all projects to maintain and strengthen “with you” culture and church/ministry values
	* Join quarterly board Zoom meeting (each January, April, and July)
	* Travel (20-30%) for annual October meeting, annual staff retreat, and to catalyze strategic projects

Qualifications:

* Exhibits deep Christian commitment and practices individual and corporate spiritual disciplines
* Prioritize family / church over church/ministry work for social health and manage diet / exercise for physical health
* Be willing to be in an accountability relationship with and spiritually journey with fellow team member
* Nonprofit volunteer or staff experience
* Able to interface with accountants, lawyers, pastors, ministry administrators and other professionals
* Necessary skills: attention to detail, keen listener, good interpersonal and team communication
* Willingness to learn with President & CEO and team members and grow with the organization
* Cultural sensitivity and comfortable with the rigors of international travel