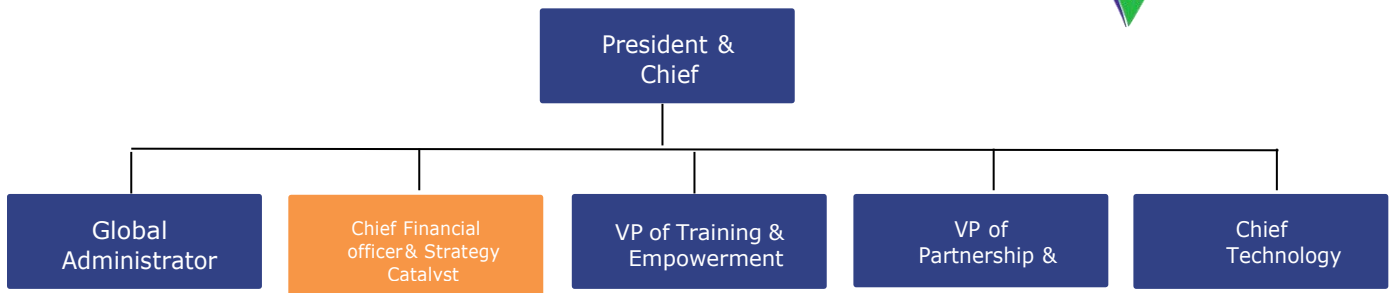


# JOB DESCRIPTION



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