

Job Opportunity Posting

Posting Date: 1/15/16
Title: **Director of Church Financial Literacy and Leadership**
Grade: 22 Exempt
Department: Marketing
Posting Number: 16-01-01

Position Summary

This position is responsible for the development, coordination, and implementation of the programs and services related to the Lilly Endowment initiative.

Responsibilities

- Responsible for day-to-day oversight of the Presbyterian Foundation's programs and services related to the Lilly Endowment's National Initiative to Address Economic Challenges Facing Pastoral Leaders
- Develop and assemble resources, materials, and teaching content for Church Financial Leadership and Administration program and Stewardship Education program
- Coordinates work of key partners to develop and deliver training
- Serves as primary liaison with the Presbyterian Church (U.S.A.) Board of Pensions on development of companion programs
- Coordinates meetings of the Foundation Steering Team for the Initiative
- Prepares reports for the Lilly Endowment on the progress of the Initiative
- Trains others to become trainers who will deliver content, including Foundation Ministry Relations Officers and expert staff, along with partner faculty and trained consultants
- Develops training programs for existing and new conferences and online offerings
- Coordinates with web teams and consultants to develop online portal for content creation, acquisition and delivery
- Coordinates with leaders of selected Presbyteries and Synods for program implementation
- Delivers presentations about the Initiative and leads various training seminars and/or workshops

Accountabilities

- Development, coordination, and delivery of financial literacy and church administration, stewardship education and web portal resources
- As a key member of the steering team, this position will:
 - Supervise and be responsible for the implementation of the grant programs
 - Coordinate the collaboration with the Board of Pensions
 - Communicate with and organize the work of strategic partners
 - Work closely with the Foundation Ministry Relations Officers

- Share key information with the Lilly Endowment
- Ensure key information is available to other participants in this National Initiative
- Integrating developed initiatives of strategic partners with the current suite of Foundation services to pastors and congregations to ensure sustainability of the Lilly-funded Initiative beyond the grant period

Experience and Job Related Requirements

- Business education or experience, especially innovative or entrepreneurial, strongly desired
- Ordained Presbyterian Minister, preferred
- Teaching and education development experience
- Church financial and stewardship experience
- Excellent written and oral communications skills
- Exemplary organizational abilities
- Strong leader
- Excellent team-building and relationship skills
- Proficiency with Microsoft software products
- Requires travel

Physical Requirements

- Ability to communicate orally with management, co-workers, constituents, and public both individually and in a group/team environment
- Regular use of the telephone and e-mail for communication is essential
- Sitting for extended periods is common
- Hearing and vision within normal ranges are essential for typical conversations to receive ordinary information and to prepare or inspect documents
- No heavy lifting is expected. Exertion of up to 10 lbs. of force occasionally may be required.
- Good manual dexterity for the use of common office equipment such as computer terminals, calculator, telephone, and copiers.

Work Environment

- The job is performed indoors in a traditional office setting. Activities include extended periods of sitting and extensive work at a computer monitor and/or calculator.
- The position is based in the Foundation's Jeffersonville, Indiana office.
- Travel is required.

Forward résumé and cover letter to lisa.pesavento@presbyterianfoundation.org
Attn: HR Posting #16-01-01

“The Presbyterian Foundation is an Equal Opportunity Employer”

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