



The Evangelical Covenant Church

JOB DESCRIPTION

Position:	Director of Innovation, Clergy Financial Health and Support
Mission Area:	Develop Leaders (DL)
Reports to:	Executive Minister of Ordered Ministry and Develop Leaders
Status:	Exempt

Summary

The Director of Innovation, Clergy Financial Health and Support will create dream and vision for the Financial Leadership Initiative of the Evangelical Covenant Church. The Director will innovate ways to optimize the resources for clergy as this leader contributes to the denominational-wide strategy development and implementation of financial leadership for our pastoral community. Additionally, this position works with Advancement and Conference Leadership to develop a culture of congregational generosity. Together, they will ensure strategies are responsive to the diverse constituency and ministry contexts represented within our ministerium.

This position will initiate strategic work required to analyze data concerning Covenant clergy quantitatively and qualitatively in the workplace (church leadership, chaplaincy, or other institutional roles). This Director will collaborate with the Executive Minister of Develop Leaders, the Director of Vocational and Spiritual Development and the Ministerium on marketing and communication strategies to ensure all Covenant clergy are informed and have access to all available resources and opportunities in the denomination.

Essential Functions

- Engages in a professional, hospitable, and courteous manner in electronic, phone and in-person communication.
- Listen, discern, innovate. It is important in this role to understand the ministry goals with our work with Lilly and to discern how best to serve our clergy.
- Build relationships and partnerships with ECC staff, ministerium, conference staff and pastoral community to cultivate a culture of financial excellence as pastors take charge of their own and their congregation's financial health.
- To build cooperative relationships and partnerships with Covenant Trust Company, National Covenant Properties, and Evangelical Covenant Church Finance Team.
- Provide personal financial literacy training that is enhanced with financial coaching.
- To create and innovate new ways to help the pastoral community live into their potential as leaders as they gain understanding of their financial needs.
- Works collaboratively with the Director of Vocational and Spiritual Development to facilitate the management and oversight of the Lilly Endowment grants and other funded initiatives.
- Monitors programmatic and budgetary elements to ensure efforts are responsive to goals, objectives, and benchmarks.

- Ensures resources developed and assistance provided are responsive to the specific needs of our constituency with attention given to age/context/gender specific resources and engagements.
- Provide timely reports to the Lilly Endowment as required under the grant agreements.
- Other duties as assigned by Executive Minister of Ordered Ministry and Develop Leaders.

Education and Experience

Required: Master's degree in Business Administration, Program Development, Finance or Ministry. Previous work with the Lilly Endowment a plus. At least five (5) years of proven, visionary leadership in business, program development, grant management, nonprofit administration, or related field. A deep knowledge of the ECC pastoral community and the ECC affiliate entities, as well as a commitment to the mission of the Evangelical Covenant Church.

Skills

- Mastery of Microsoft and Windows applications, databases development and project management.
- Strong networking skills along with an extensive history of cross-cultural collaboration with leadership representing the multiethnic mosaic, from both rural and urban contexts within the Covenant. High intercultural knowledge and competency skills.
- Excellent management and people skills to embrace diversity of schedules, backgrounds, formats, contexts, etc.
- Detail oriented, strong organization, prioritization, and time-management skills.
- Excels in attention to detail with a high level of accuracy in the preparation of documents, reports, and correspondence.
- Works well under pressure and can accomplish multiple tasks, with conflicting priorities and timelines. Ability to track and report progress on a wide range of tasks, simultaneously.
- Capable of utilizing various office machines and computer applications to expedite daily operations, procedures, or tasks.
- Ability to operate with discretion and confidentiality always.
- Maintains flexibility in approach and adjusts actions as needed.
- Displays passion and optimism. Inspires respect and trust. Mobilizes others to fulfill the vision, goals and outcomes.
- Collaborates and engages with others in planning, decision-making, facilitating and process improvement. Takes responsibility for actions and area of responsibility. Improves processes, products and services.
- Uses critical thinking skills, applying logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to address challenges.
- Self-starter, with the ability to work independently.

Environment Conditions

Able to work well in professional office setting, but occasionally works in remote locales. Open to domestic travel (This position will invest at least 40% in domestic travel engaging in local church context and efforts, throughout our conferences). Must be versatile and able to work weekends and evenings; for prolonged segments sitting or standing. Must engage frequently with office tools and equipment, such as: computer, copier, phone, web-conferencing equipment, cell communication, printers, etc. Must be able to occasionally lift or move items, less than 35 lbs.; and use machinery to move boxes and crates (pallets, dolly, etc.) Occasionally, pack and unpack, move and lift boxes that contain DL materials and supplies.