

Church Doctor Ministries

www.churchdoctor.org

Job Title:	Financial/Development and Data Management Leader
Reports To:	Ministry Leader
Work Schedule:	Full-time position working no less than 40 total hours during a regular work week.
Compensation:	Base salary offer will be made based on ministry experience and skill set evaluation. Opportunities for salary increases are available.
Vacation/Time Off:	10 Holidays are paid each year: 7 holidays plus 3 floating holidays. Two weeks of vacation will accumulate in the first six months, three weeks on one-year anniversary.
Travel:	Some travel will be required. Travel will be associated with training, immersion trips, and ministry events.
Training:	We will use our internal discipleship model for training and development.

POSITION SUMMARY: The Financial and Data Systems Management Team Leader will perform a number of diverse duties required for the advancement of the core mission of Church Doctor Ministries. This position requires exceptional administrative, communication, organization, critical thinking, and follow-through skills to be applied in all aspects of work completed. This position requires an active, committed Christian with a heart for helping churches, pastors, and ministry leaders become more effective in the implementation of the Lord's Great Commission to make disciples of all people.

Primary Responsibilities and Duties:

1. Follows established ministry procedures, ensures financial process and procedure manuals and systems are current and accurately reflect the process to be followed. Holds others on ministry team accountable to standard operating procedures in a low-control, high accountability manner.
2. Works with ministry leadership on planning and organizing special events and initiatives related to advancing the vision of the ministry. This includes working with donor and ministry partner data, executing development campaigns, tracking data related to ministry support and financial giving.
3. Works with the consultation team to review, track, and report consultation, research and development data. Creates reports, metrics tracking information, and other valuable information and evaluation of consultation research.
4. Works with Ministry Leadership on special projects related to data research and development, follow-up, and client surveys to help create resources and materials to advance the mission of the ministry.

5. Serves as the business manager and general financial manager for the ministry. Oversees day-to-day operations of finances, payroll, and general financial management of ministry, working closely with the Ministry Leader.
6. Participates in various ministry financial development activities to advance the work of the ministry.
7. Assists Ministry Leader with quarterly Board of Directors meetings and other board events. Provides ongoing financial and data tracking reports as needed by the leader.
8. Completes other duties as assigned.

SKILL QUALIFICATIONS:

- Computer skills – Microsoft Office products, database management, internet use
- Operation of office equipment – multi-line telephone system, copier, printer, fax machines.
- Excellent communication skills, organizational skills, effective management skills, and extreme attention to detail.
- Ability to learn new things quickly and adapt to changing ministry environment.
- Experience in nonprofit ministry, preferably Christian church operations.
- Analytical skills, proficient in working with data and series and sets of numbers.
- QuickBooks experience a must.

More information:

This role on the team requires team members to have the spiritual gifts of administration, knowledge, wisdom, leadership, and service.

All applicants will be required to take several surveys throughout the interview process. The interview process itself could take up to three months to complete. If you are in search of immediate job placement, this is not the position for you.

Emphasis will be given to those feeling called to serve in a nonprofit Christian ministry. Education, training, and secular experience are important, but we are looking for individuals who feel called to serve the local church, pastors, and ministry leaders in a unique and special way.

Interested applicants should apply via e-mail to:

Tracee J. Swank, Leader, Church Doctor Ministries

E-mail – tracee@churchdoctor.org

Please send resume and listing of three references. No phone calls, please.

For more information about Church Doctor Ministries, please visit us online:

www.churchdoctor.org