



Dear Applicant,

Think back to the time in life when you were hitting on all cylinders...

You were refreshed in your journey with God, your most important relationships were receiving significant attention, and your work was a great fit for the way that God wired you up. Don't you love the times in life when you look forward to getting up because you love God, you look forward to your work because you love your team, and you look forward to getting home because you love your family? Is that possible? Yes it is... and it just might become your reality.

The North American Baptist Conference of Churches is headquartered in Oakbrook Terrace, Illinois (a western suburb of Chicago). At our international office we have a shared leadership style where each of the top five leaders has full responsibility and full authority for the denomination. We share a strong sense of calling and we are fully committed to God and each other. But we have a problem—there are only four of us—we are missing the fifth person on the team. We are looking for a seasoned development professional who is listening for God's call and who is ready for a new challenge on a supportive team.

It gets better...

The NAB Foundation has been responsible for the estate planning and denominational investments, while the Advancement Team has been responsible for the ongoing funding needs. You know the drill, both sides have "their" donors. The teams love each other but they don't necessarily work together well. In the new position we have developed, the President of the Foundation and the Vice President of Advancement are the same person. This new leader gets oversight of all funding and communication offices. The teams will work together—both are excited to do so.

The executive team members (the top five leaders) get together every morning at 8:30 a.m. for a check-in meeting and prayer. On Tuesdays we spend the morning together. We talk about accountability issues, pray for each other, and plan our work for the office. We get away quarterly to plan for the future. When we say team leadership, we mean it and we live it out everyday.

If you are an ardent follower of Christ, if you enjoy other people, if you like to work hard and play hard, this might be a wonderful fit. You must have extensive donor development experience, understand estate planning, be a leader, and be willing to serve on a fully empowered team. If you are interested, please read the responsibilities listed on the following pages. Pray. We are praying for you and each person who considers this position. We pray that each person will know God's joy and provision, but that God would hand select the perfect new team member for us.

With kind regards and trust that God is answering our prayers,

The NAB Executive Team and Foundation President Search Committee



NORTH AMERICAN BAPTIST (NAB) FOUNDATION PRESIDENT & VICE PRESIDENT OF MINISTRY ADVANCEMENT

Position Description

Position Title: President of the NAB Foundation and Vice President of Ministry Advancement.

Status: Full-time, Exempt

Location: Oakbrook Terrace, Illinois

Reports to: Jointly to the Executive Director and Foundation Board of Directors.

Position Summary: Exercise control of the NAB Foundation's affairs and business, as well as general supervision of its officers, agents and employees. Determine that all orders and resolutions of the NAB Foundation Bd. of Directors are carried into effect. The President shall model proper relations with ministry partners (donor and churches). He will have oversight of gift planning (legacies by way of wills/bequests, insurance, trusts, annuities and remaining interests), major gifts, campaigns, annual giving, stewardship training services, marketing and communications, church relations, donor relations, trust operations, investment strategies, and corporate administration.

The President will maintain close working relationships with the NAB Conference Executive Director, the Executive Team at the NAB International Office, Regional Ministers, churches and all affiliate organizations.

Key Responsibilities:

- Develop a long-range strategy and the forward momentum to fulfill this strategy.
- Design, administer, and evaluate a comprehensive program that will achieve shared goals and objectives.
- Develop and recommend an annual budget and manage programs within it.
- Serve as the chief spokesperson for the NAB Foundation and thereby assure its mission is properly presented.
- Promote church giving to the NAB Conference. Increase awareness and participation in the funding of NAB ministries. Work as leader of the Ministry Advancement department to develop integrated communications, marketing and funding initiatives. Coordinate funding efforts with Ministry Outreach and other Ministry Partnerships within the NAB Conference.
- Promote donor giving by explaining benefits through establishing donor/client communiqués. Make personal appearances representing the NAB Foundation.
- Contact, develop and maintain effective relationships for the building up of the donor base. Recommend changes in programs/services by studying/evaluating the changing needs of the donor base and anticipating service trends.

- Provide a level of services through establishing a functional structure, delegating authority, and empowering employees through development of their giftedness and decision-making skills. Communicate and enforce Board decisions by creating a sense of ownership and loyalty to the goals and mission of the organization.
- Ensure that employees are effectively oriented and trained.
- Provide strategic direction and oversight of the communication and marketing efforts of the NAB Conference.
- Oversee a dynamic stewardship program that fosters the holistic development of the individual as a Christ follower.
- Maintain the optimal balance of strategic administrative leadership with an active portfolio of leadership giving and personal communication with constituents.
- Stay attuned to cultural, sociological, regulatory and theological variables that must be respected in all forms of fundraising and communication practices.
- Be an unwavering advocate for the NAB Conference and willing to defer to the executive director as the final authority for the conference.

Qualifications:

- Education and Experience – minimum of undergraduate degree that complements development disciplines and 7+ years of successful fundraising activity. Preference of a CFRE designation.
- Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from all levels of interaction with ministry partners, conference staff and constituency.
- Possess an understanding of web usage, online giving, presentation tools, the analytics of fundraising, etc.
- Knowledge of charitable policy and practices in the USA and Canada.
- Knowledge of major gifts, campaigns and gift planning.
- Ability to travel at least 40% of time; ability to market a non-profit entity; knowledge of how a denominational organization functions.
- Able to support in belief and practice the NAB Conference Statement of Beliefs.