

Executive Director, Center for Connectional Resources and Administration

The Dakotas Annual Conference of the United Methodist Church is seeking an experienced business professional to partner in leading and stewarding the vision and resources of the Annual Conference. The director will join a collaborative team with a culture of excellence, creativity, respect, and joy in ministry to serve our Churches, organizations, and leaders across the Dakotas. Managing finance and administration matters in support of our mission to equip congregations in the making of disciples of Jesus Christ for the transformation of the world.

The Dakotas Annual Conference comprises approximately 230 churches throughout North and South Dakota, 175 active clergy, and 22 conference staff. It is incorporated as a non-profit (501c3) organization with an operational budget of nearly \$4 million, a \$4 million budget for pension and health benefits, and invested assets of approximately \$75 million.

The Position

The Executive Director, Center for Connectional Resources, Treasurer & Administration (CCTA) is an executive-level position. It will have authority, responsibility, accountability to guide and counsel Conference and church leadership in best practices for strategic use of resources—human, financial, property, etc.—to accomplish the mission. The CCTA will have solid relational skills, ability to think creatively and see big-picture opportunities and be committed to the mission of the Dakotas Annual Conference and the churches they serve.

The Candidate

The ideal candidate will be a collaborative, humble, thought-provoking leader and partner with a passion for the Church and understanding of the Dakotas Annual Conference.

Responsibilities

Reporting to the Bishop and Council of Finance and Administration (CFA), the CCTA will be responsible for:

- Resourcing the conference, congregations, clergy, and lay leadership in best practices related to stewardship, human resources, and non-profit management.
- Developing a spirit of trust, continuous learning, and innovation through working with leadership in a changing landscape of church ministry across the diverse contexts of the Dakotas.
- Guiding the Annual Conference in strategic decision-making and forecasting to best leverage resources (both in and out of the system) and determining innovative ways to respond to pressing challenges and missional opportunities.
- Leading and managing staff and committees that support Conference and church administrative functions including the assistant director of finance and administration, accounting clerk, conference benefits officer, as well as committees for human resources, trustees, pension and health benefits and finance/administration.
- Supervise the outsourcing of various Conference administrative functions and work closely with these professionals/organizations to ensure right practices are followed in areas of clergy taxes, church finances and taxes, financial responsibility to the General Church, and overall financial wellbeing for the Dakotas Annual Conference.
- As a member of the executive leadership team and Extended Cabinet, implement organizational goals and develop systems and policies that ensure that the Dakotas Annual Conference accomplishes its mission and is considered a great place to work.

Qualifications

- Committed to the Christian faith and the mission of the Church, to servant leadership, and to supporting clergy and local churches in understanding important aspects of stewardship and non-profit management.
- Knowledge of United Methodist beliefs, practices, and organizational structure as well as a commitment to support the values of the UMC.
- An accessible, non-anxious presence, skilled at developing trusted relationships across a wide spectrum of stakeholders within Churches and across the Annual Conference.
- Motivated self-starter with the ability to manage change, embrace a spirit of adaptation and innovation, think critically, work collaboratively, give attention to detail, manage complex systems, and move forward key initiatives in strategic ways.
- Strong oral, presentation, and written communication skills (including ability to preach about stewardship) coupled with the ability to express compassion and listen well, creating an environment of learning, understanding and respect.
- Ability to build consensus and make tough decisions. Willing to work with all parties to determine best practices for the Annual Conference.
- Experience and effectiveness in utilizing technology as a tool for communication and equipping and ability to convey the link between faith and finance, stewardship, etc., to a diverse audience.
- Familiarity with charitable tax, employment and property law, self-insured health plans, 403(b) pension plans, and investments will be considered assets.
- Experience in supervision of staff and working with diverse constituencies to achieve a common goal.
- Professional education and experience that demonstrates mastery of executive-level skills in management with a focus on business development. A bachelor's degree in finance, business administration, or nonprofit management with five years of relevant work experience is preferred.

Key Information

- Full time, exempt, start date is negotiable.
- Salary plus benefits commensurate with experience and compensation policies of the Dakotas Annual Conference.
- An officer of the Dakotas Annual Conference, accountable to the Conference Council on Finance and Administration Committee and the Bishop for work performance and accomplishment of goals.
- The Dakotas United Methodist Annual Conference Office is located in Mitchell, SD. Residing in the Mitchell area is preferential and/or the ability to commute to Mitchell 1-2 days a week. Other arrangements will be considered for the right candidate.

Interested applicants should send a resume and professional references along with a letter describing qualifications for this role to kelsey.morgan@dkmmmf.org. Applications will be received until August 1st.

Additional questions can be directed to Rev. Rebecca Trefz, executive director of ministries, at rebecca.trefz@dakotasumc.org.