

Position Title: Program Director, Clergy and Church Financial Ministry

Organization: Missouri United Methodist Foundation, Inc.

Application deadline: Open until filled

The Missouri United Methodist Foundation (MUMF) is seeking an experienced leader to build on the success of its Clergy and Church Financial Ministry (C2FM). The program has received two grants from the Lilly Endowment, Inc. and provides innovative education, coaching and financial support for United Methodist clergy and their families.

This position requires a highly organized, collaborative individual knowledgeable in family and organizational finances and a background in financial coaching / planning. The Program Director must possess the ability to work well with people, maintaining strong professional standards of conduct and confidentiality. The Program Director must be able to creatively problem-solve, to initiate new programs, and to speak to small and large groups.

Experience, education and skills:

- Knowledgeable with financial planning, and/or family budgeting with an emphasis on coaching is preferred. Ideally, the successful candidate will have experience in a related field such as financial planning (CFP status is a plus), banking, accounting, or law as well as coaching experience or coaching certification (e.g. ICF credentials).
- A bachelor's degree is required. A master's degree is preferred, especially in a field relating to financial services, business and/or the social sciences.
- Excellent oral and written communication skills including proficiency in the use of Microsoft Office (Word, Excel, PowerPoint) or equivalent programs are required. Experience with databases is a plus. The Program Director must create personal written correspondence with a variety of constituents (participants, church leaders, donors, supervisors), develop presentations for individuals and groups, and craft annual written reports to the Lilly Endowment.
- The Program Director must develop a close working relationship with the C2FM Advisory Board.
- Although Foundation staff will take the lead in fundraising, the Program Director will lend support to those efforts including personal visits and development of informational materials as deemed appropriate.
- Strong personal qualities that might be described as "people skills" are highly valued.
- Extensive travel within Missouri by car is required. (The Foundation office is in Columbia).
- Membership in the United Methodist Church is preferred, a strong faith is expected. Familiarity with the polity and structure of the UMC is a plus, as is any specific knowledge of the practical life (taxes, church administrative duties, family stressors) of clergy.

- High integrity and honesty, including the ability to maintain confidentiality and to observe high standards of professional conduct, are required.
- The successful candidate will demonstrate creativity, energy and enthusiasm regarding the work of the United Methodist Church, the C2FM Program, and the Foundation.

The Program Director will report to the President, with accountability to the C2FM Advisory Board and the Board of Trustees of the Foundation. This is a full-time position paying a competitive salary commensurate with education and experience. Benefits include an employer pension contribution and individual health insurance. The Lilly grants were awarded based on written proposals. Copies of the proposal narratives will be shared with applicants prior to a first interview.

Responses will be accepted through email and social media sites where this announcement is posted. Complete applications will include (in paper or electronic form): 1) a cover letter describing your interest in, and suitability for the Program; 2) a resumé summarizing your work history, education, skills and experience; and 3) five references (name, relationship, and contact information). Submit application materials to: Missouri United Methodist Foundation, Attn: David P. Atkins, President, PO Box 1076, Columbia MO 65205-1076; or by email to datkins@mumf.org . Applications will be accepted until the position is filled, with review of applications starting immediately. Visit the Foundation website at www.mumf.org The Foundation is an equal opportunity employer and strongly encourages all qualified persons to apply.