



## **Announcement of Position Opening Disciples Church Extension Fund of the Christian Church (Disciples of Christ)**

### **BUILDING AND CAPITAL SERVICES ADVISOR**

#### **Summary:**

Build on existing DCEF relationships to provide educational and promotional events for DCEF services as well as interrelate with Hope Partnership services. Work with contract staff to help provide building planning, capital fund raising and loan services.

#### **Essential Duties and Responsibilities:**

- Relationship Management in assigned zone to listen to congregational needs and apprise of DCEF services for assistance with Holy Place, building and capital challenges
- Proactively provide educational and promotional events in Regions hosted in local churches to promote DCEF and Hope's full menu of services to congregations using video, webinar and/or personal presentations
- Proactively initiate, cultivate and respond to contacts with Disciples leaders to generate requests for services.
- Work with and assist with training of contractors to provide various DCEF culturally relevant services for congregations
- Monitor congregational loan performance from origination to negotiation and underwriting
- Follow DCEF Standard Operating Procedures with regard to scheduling visits, providing reports and necessary follow-up
- Participate in Advisor related trainings and meetings to further better service provision

#### **QUALIFICATIONS:**

- Experience in consulting with congregational leaders to achieve mission and capital goals
- Experience in promotional event planning and presentations
- Background and leadership in the Christian Church (Disciples of Christ)
- Multi-cultural awareness essential
- Knowledge of commercial credit, loan underwriting, loan cultivation and lending processes
- Familiarity with architectural and engineering best practices
- Familiarity with congregational capital campaigns
- Experience with construction projects and leasing options
- Strategic listener, thinker/planner, capable of generating interest in loans and services
- Excellent verbal and writing skills with experience in video and webinar development and production as well as social media, conferencing and marketing
- Ability to utilize analytical communication with a congregation--delinquent or not
- Willing to travel up to 60% of the time

#### **EDUCATIONAL REQUIREMENTS AND/OR EXPERIENCE**

- College graduate or postgraduate education or equivalent experience
- Consulting or other leadership and trainer experience with congregations
- Commissioned or ordained minister recognition in Disciples of Christ a plus

***Competitive salary and full benefits offered.***

For more information or to apply, please send cover letter and resume by January 27, 2017 to:

**Ellen L. Mitchell**  
**COO and Corporate Secretary**  
**Church Extension Financial and Missional Resources**  
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