



Announcement for Job Position Opening

Chief Administrative Officer

Summary/Objective: The Chief Administrative Officer (CAO) position reports directly to the President & CEO and provides support for the leadership, management, and strategy necessary to ensure that the Disciples Church Extension Fund (DCEF) has operational controls, administrative procedures, and people systems in place to effectively implement and complete the initiatives of the strategic plan. This position collaborates cross-functionally and reports at a high level. This role will provide oversight of all day-to-day operations for staff including Human Resources and all other functions that report to CAO role.

Essential Duties and Responsibilities

- Supervises staff members as needed to provide direction and guidance on project management, and implementation of the strategic plan while communicating effective and timely updates of projects ongoing with stakeholders.
- Works with leadership to champion streamlining and enhancement of Standard Operating Procedures/Processes for continuous improvement and provides analysis and detailed reports with recommendations.
- Monitors, upgrades, and implements appropriate systems for policies, internal controls, up to and including metrics and KPI's as needed.
- Promotes and supports a culture of diversity, inclusion and belonging. Demonstrates respect for the diversity of organization's leadership, staff, board, and other internal and external stakeholders.

Leadership

- Cultivates a culture of excellence and teamwork through all interactions with internal staff and external customers by:
 - Supporting the organization's mission and the ministry through team development and accountability.
 - Demonstrates a clear understanding of their individual purpose and takes actions to align it with the organization's overall vision.
 - Maintains a positive attitude, is resilient to challenges, and is open to opportunities for change.
 - May attend meetings on behalf of the President upon request.
- Acts as liaison to facilitate sharing of important information between Leadership Team and other staff members. Maintains a continuous line of communication to keep the President & CEO informed of all critical matters.
- Has the ability to coach, improve, and create avenues of professional growth for the team.
- Demonstrated experience serving diverse communities.

Finance

- Manages the budget and supports the organization's mission by adhering to annual financial goals and objectives.
- Leads cost-related decision-making for administrative functions reporting to the CAO role.

Customer Service

- Demonstrates superior customer service both internally and externally.
- Builds a high quality, customer-oriented culture.
- Collaborates with Marketing on organizational communications.

Decision-Making

- Ability to think critically and make sound decisions, possibly with limited information.
- Knowledgeable of decision-making models and able to apply to decisions as appropriate.
- Effectively prepares for and attends board meetings, and provides an overall picture of productivity for executives and stakeholders for effective decision-making.

Administration

- Understand the unique relational dynamics of working in a church-related, non-profit organization. Preference will be given to candidates with working knowledge of the Christian Church (Disciples of Christ) or the Stone-Campbell movement.
- Background and leadership in the Christian Church (Disciples of Christ) preferred.
- Detail-oriented, with excellent time management skills.
- Able to be productive in a remote work setting with a geographically dispersed team.

Other Duties and Responsibilities

- Assistant Corporate Secretary in all interactions and where required.
- Complete all training and assessments.
- Participates in all required staff activities, meetings, and events.
- All other duties as required or assigned.

Educational Requirements and/or Experience

- College graduate and master's degree in business, divinity, or operations management (HR certification a plus).
- At least five years of relevant experience required.
- Familiarity with the work of DCEF and the Christian Church (Disciples of Christ).

Travel

- 10-15% for meetings, educational seminars, and DOC church-wide events.

Competitive salary and full benefits

- 14% of the salary contributed to a fully funded pension plan.
- Health insurance plans are available with partial employer-paid premiums.
- Employer pays premiums for life, dental, and vision insurance.

Interested and qualified candidates should submit via email a cover letter, resume, and salary requirements to: caoapps@disciplescef.org

Disciples Church Extension Fund does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, genetic information, or any other characteristic protected by law.