



## **Announcement for Job Position Opening**

### **Chief Relationship Officer**

**Summary/Objective:** The Chief Relationship Officer (CRO) position reports directly to the President & CEO. This position will provide oversight for all customer-facing departments and will take a relational approach to accomplishing current and future strategic goals. The thrust of this role is to lead efforts to increase the revenue and capacity of DCEF. The successful person in this role will be aware of the needs of our partners, stakeholders, and clients, working continually to align strategy and implementation with the vision and values of this ministry.

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

##### **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.
- Interact professionally on a regular basis with the Board of Directors, management, staff, vendors, investors, borrowers, related ministry partner, and the public.
- 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.

##### **Financial**

- Manages the budget and collaborates with other Leadership Team members to support the President & CEO by adhering to annual financial goals and objectives.
- Works to identify specific metrics and measurables related to the Strategic Plan Goals and charting the most effective financial plans for forward movement.
- Has a strategic understanding of relational sales and fund development in not for profit or financial ministry settings.

**Decision-Making**

- Analytical thinker, active listener, and results driven.

**Customer Service**

- Maximizes relationships with other organizations and ecumenical partners to help expand Disciples Church Extension Fund capacity.
- Initiates, maintains, and deepens relationships with local congregations, church related organizations and individual leaders.
- Supports our internal staff through retention of intentional relationships and collaboration.

**Other Duties and Responsibilities**

- Complete all training and assessments.
- Participate in all required staff activities, meetings, and events.
- Track all customer information and service activities in DCEF's current systems.

**Relationship Building**

- Ability to tailor presentations based on the audience.
- Knowledge of the fundamental concepts of Sales, Lending, Investing and Development.
- Familiar with KPI / Metrics for deliverables.
- Demonstrated ability to work collaboratively in a diverse and inclusive not for profit or ministry environment.
- Strong relational approach toward accomplishing strategic goals.

**Educational Requirements and/or Experience**

- Bachelor's degree required Master's degree preferred.
- Minimum five years of relevant experience required.
- Efficient in Microsoft Office Suite, particularly PowerPoint and Excel.
- Excellent written, verbal, and interpersonal skills.
- Familiarity with the work of DCEF and the Christian Church (Disciples of Christ).

**Travel**

- 10-15% for meetings, educational seminars, and Disciples of Christ 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: [croapps@disciplescef.org](mailto:croapps@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.*