



DISCIPLES CHURCH EXTENSION FUND JOB DESCRIPTION

Job Title: Building & Capital Services Advisor
Classification: Full-Time, Exempt
Reports to: Senior Director of Services
Location: Remote within the United States
of Positions: 2

ORGANIZATIONAL OVERVIEW: At Disciples Church Extension Fund, a faith-based nonprofit organization, we empower congregations to build vibrant, impactful ministries by providing ministry, financial resources, and expertise. As a general ministry of the Christian Church (Disciples of Christ) in the United States and Canada, we are committed to serving with integrity, excellence, and a deep sense of partnership. *We believe in creating Holy Places where communities connect with God and each other.*

Join us and make a tangible difference in the lives of congregations everywhere.

SUMMARY: As the Building and Capital Services Advisor, you will play a crucial role in generating sustainable revenue by developing financial and programmatic pathways for ministries across the denomination and our ecumenical partners to achieve their long-term mission. As a key strategic partner, you will serve as the main connection between DCEF and Disciples entities as well as our ecumenical partners as you work to proactively develop relationships with leaders to understand their financial and facility needs, and connect them with vital DCEF loans, investments, and ministry services that support and strengthen ministry impact in their locale.

KEY RESPONSIBILITIES:

- **Strategic Client Engagement & Revenue Generation:** Drive the successful acquisition of loans, investments, and ancillary ministry services through comprehensive education on DCEF's ministry financial solutions and ensuring product alignment with constituent mission and financial goals.
- **Relationship Management & Resource Leadership:** Leads relationship management and resourcing DCEF's clientele across the Christian Church (Disciples of Christ) and ecumenical partners. Proactively supports congregational leaders within assigned zones, ensuring superior service and expertise on DCEF products through regular multi-channel engagement.
- **Capital Consulting & Financial Health:** Provide expert consultations on best practices for congregational and organizational financial health, including budgeting, fundraising, investing, and loan feasibility.
- **Loan Origination & Portfolio Management:** Construct, monitor, and manage the full loan application process from origination to approval. Actively monitor congregational loan performance, conduct site visits, and develop proactive plans to assist entities with past-due loans as needed.
- **Resource Development & Market Research:** Serve on resource development teams as needed to continually enhance effective solutions for strategic building review, planning, and financial services. Research and integrate innovative external ministry, financial, and building solutions to expand the team's knowledge base.
- **Compliance & Reporting:** Complete all required written reports, maintain accurate records in accordance with departmental Standard Operating Procedures, and participate in routine departmental training and meetings.
- **Other Responsibilities:** Perform other duties as assigned to support the organization's mission and objectives.

SUPERVISORY RESPONSIBILITIES

- None

EDUCATION & EXPERIENCE:

- Bachelor's degree required. Relevant work experience may substitute for education.

- Experience in nonprofit service delivery, lending, and/or investment sales.
- Demonstrated experience working with congregations in ministry planning.
- Working knowledge of investments, commercial lending, loan origination, servicing, and underwriting, as well as lending best practices and standards.
- Familiarity with architectural and engineering best practices is a plus.
- Valid Series 63 licensure or the ability to obtain within 1 year.
- Proficiency in Microsoft 365 and other web-based office software native to a remote work environment.
- Acute attention to detail with a meticulous focus on accuracy and consistency.
- In-depth customer service skills, focused on delivering positive outcomes and building professional rapport.
- Ability to clearly articulate persuasive ideas through written and verbal communication.
- Excellent critical thinking and problem-solving abilities.
- Strong time management skills with the ability to meet deadlines and manage multiple projects.
- Results-driven with a focus on goal attainment and a sustained interest in improving skills.
- Self-directed with the ability to work independently and collaboratively in a dynamic environment.
- Bilingual: English/Spanish is a plus.
- Ordained or Commissioned clergy in good standing with the Christian Church (Disciples of Christ) is a plus.
- Deep understanding of the Christian Church (Disciples of Christ) in the United States and Canada, along with a highly developed sense of cultural competence, is critical for this role.
- Understanding of and commitment to the mission, vision, and core values of Disciples Church Extension Fund and the Christian Church (DOC), with a shared desire to support the Church Extension Fund's dedication to being an anti-racist, anti-oppressive, and pro-reconciling ministry.

TRAVEL:

- Extensive travel (up to 50%) for congregational visits, regional events, educational seminars, and denominational gatherings.

PHYSICAL/ENVIRONMENTAL DEMANDS:

- Long periods of sitting at a desk on a computer in a home office environment
- Occasional lifting to 40 lbs.
- Physical demands of extensive travel

BENEFITS:

We offer a comprehensive benefits package that includes health, dental, and vision insurance for employees and their dependents, employer-paid life insurance, generous paid time off that includes vacation and sick/personal time, fully funded pension plan, robust employee assistance program for employees and their dependents, paid parking, and ample opportunities for professional development and growth.

EEOC STATEMENT:

Disciples Church Extension Fund (DCEF) is an Equal Opportunity Employer committed to providing a workplace free from discrimination or harassment. We expect every member of the DCEF community to do their part to cultivate and maintain an environment where everyone feels included and is afforded the respect and dignity they deserve. We are committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other characteristic protected by federal, state, and local laws.

Click to apply: <https://dcef.bamboohr.com/careers/20>
Questions? Email hr@disciplescef.org with the subject line: B&CS Advisor