

DISCIPLES CHURCH EXTENSION FUND JOB DESCRIPTION

Job Title: President & CEO
Classification: Full-Time, Exempt
Reports to: DCEF Board of Directors

SUMMARY

The Disciples Church Extension Fund (DCEF) inspires and empowers congregations to create Holy Places where people connect with God, one another, and the community. Through our building planning, financial resources, and ministry services, we are helping congregations and ministry partners thrive, serve as agents of transformation, and faithfully witness to God's steadfast love.

As a ministry of the Christian Church (Disciples of Christ), a movement for wholeness in a fragmented world, DCEF is committed to examining and dismantling white supremacy and institutional racism within our own structures, policies, and organizational culture.

The ideal candidate will routinely review the vision, mission, priorities, and strategic plan for DCEF, in collaboration with the Board of Directors. To nurture an organizational culture of openness, collaboration, and encouragement, the successful candidate will be authentic, prudent, deliberate, courageous, innovative, curious, and faithful in executing the role and responsibilities of the office of President and CEO.

KEY RESPONSIBILITIES:

Financial

- Offers ways to manage financial risks, with working knowledge of investments, interest rate management, commercial lending, and real estate.
- Ensures compliance with all regulatory requirements.
- Demonstrates capacity to foster relationships with investors, borrowers, and ministry partners.
- Grows relationships and collaborates with other Church Extension Funds.
- Keeps up to date on trends regarding institutional lending.
- Demonstrates a capacity for deep understanding of the internal financial workings of DCEF and the ability to communicate the information with stakeholders.
- Maintains the overall financial stability and integrity of the organization.

Administrative

- In partnership with staff and board, assumes leadership to dismantle institutional racism and systemic white supremacy, especially with regard to lending practices and internal structures, policies, and organizational culture.
- In partnership with the staff and board, assumes leadership to recognize the humanity of all people regardless of gender, gender identity/expression, sexual orientation, race, ethnicity, national origin, religious or non-religious background, socio-economic status, mental or physical condition, or any designations imposed on individuals who have known the pain of exclusion and discrimination by church and society.
- Assembles a team that conducts business within defined best practices and operates with a high degree of integrity and accountability.

- Encourages and evaluates staff progress to set specific, measurable, attainable, relevant, and timely goals for themselves and their departments.
- Promotes innovative practices to expand the investments and loan portfolios while maximizing interest rate margin/spread.

Leadership

- Works with the Board and Staff to develop strategies for achieving mission, goals, and financial stability.
- Provides support and leadership to the Board of Directors in the areas of policy setting Board recruitment, setting missional priorities, and interpreting the financial health of the organization.
- Communicates and shares the organizational mission and vision in an engaging and compelling way.
- Supports the denomination's vision and priorities and collaborates with colleagues within the Christian Church (Disciples of Christ).
- Supports and coordinates with Development Staff to cultivate and expand donor relationships.

PHYSICAL/ENVIRONMENTAL DEMANDS:

- Hybrid office environment
- Occasional lifting to 40 lbs.
- Long periods of sitting at a desk on a computer

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.

Applications will be received August 1-October 1, 2025. Incomplete applications will not be considered.

Click to Apply: <https://dcef.bamboohr.com/careers/18>