



## **Assistant Vice President, Development (Indianapolis office)**

The Christian Church Foundation is seeking a full-time development officer to serve as Assistant Vice President for Development. This position will be based in Indianapolis.

The selected individual will develop and maintain a cultural expectation of uncompromising ethics, high levels of service and focused ministry in all aspects of the Foundation's daily work. As a Foundation officer deeply connected to the evolving needs of donors, investors and Disciples ministries, this person will help shape and implement the mission of the Foundation.

### **Responsibilities:**

- Identify and work with donor prospects for planned gifts for the Christian Church (Disciples of Christ), developing plans that honor the donors' best interests.
- Effectively share the ministry of the Foundation through personal visits, meetings, seminars, and preaching.
- Work with congregations and other ministry partners to develop policies and strategies that both encourage and steward planned gifts.
- Work with closing congregations to help them understand and implement legacy plans that will allow them to continue their ministry after they no longer maintain a physical church presence
- Interpret the investment program of the Foundation to congregations, regions, general ministries and other ministry partners.
- Ensure prompt and accurate documentation of donor and ministry communications and status changes

### **Requirements:**

- An understanding of the polity of the Christian Church (Disciples of Christ) ("Church") and demonstrated excellent relationships with a variety of ministries across the life of the Church
- Work experience in both finance matters and ministry within the Christian Church
- Ability to be an entrepreneurial self-starter, managing and growing relationships in the assigned zone
- Regular overnight travel
- Critical thinking, time management and organizational ability
- Strong (English) speaking, writing, and analytical skills
- Excellent customer-service and relationship-building skills.
- Written and oral fluency in Spanish.

The Christian Church Foundation is the planned giving ministry of the Christian Church (Disciples of Christ). Foundation employees receive a competitive salary and excellent benefits, including ongoing professional development, company paid health/dental insurance, pension, and vacation.

Interested candidates should contact:

Gary Kidwell, president  
Christian Church Foundation  
1099 N. Meridian Street, Suite 700  
P.O. Box 1986  
Indianapolis, IN 46206-1986

Please include compensation history and requirements with résumé by March 27, 2017. The Christian Church Foundation is an Equal Opportunity Employer.