

# Assistant to the President, Business Manager and LCEF Vice President North Wisconsin District – LCMS

Full-Time Senior Staff – 60% LCEF, 40% NWD

## Purpose

The mission of the North Wisconsin District LCMS is to encourage, network and equip Lutheran congregations of the North Wisconsin District LCMS to vigorously make known the love of Christ. The position of *Assistant to the President, Business Manager and LCEF District Vice-President* will work with North Wisconsin District staff and ministries to fulfill this mission.

## Appointment and Accountabilities

- The Business Manager shall be called or appointed by the District Board of Directors, in consultation with and subject to the approval of the District President.
- The Business Manager shall be accountable to the District President and serves at his will.
- LCEF accountabilities are to the LCEF Central Region Vice President.
- The Business Manager works closely with the entire District staff.
- The position will have an office at the North Wisconsin District building.

## Duties and Responsibilities

**Executive:** Provide leadership to congregations regarding business practices and stewardship.

- Serve as business consultant for District congregations
- Lead District stewardship initiatives
- Oversee budget and ministry plans of District subsidized ministries
- Contribute to monthly newsletter and social media postings
- Advise and support the District President as assigned

**Building and Grounds Administration:** Oversee building maintenance plans, vendor contract negotiations and property improvements at NWD properties.

**Financial:** Oversee strategic and day to day accounting, advising the District President regarding...

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| ○ Budgeting                      | ○ Payroll                         |
| ○ Audit                          | ○ Camp Luther                     |
| ○ Concordia Plans (CHP)          | ○ Synod Support                   |
| ○ Insurance issues               | ○ Congregational financial issues |
| ○ Financial reports to the Board | ○ Subsidy issues                  |
| ○ Worker debt                    | ○ Church Worker Scholarships      |

## **Lutheran Church Extension Fund (LCEF) Description, qualifications, and key responsibilities.**

- **Description:** In close cooperation with the District President and Support Staff, develop and nurture strong relationships with the pastors, ministers and key lay leaders in the District for the purposes of promoting, cultivating and capturing loan opportunities, attracting investor partners and promoting appropriate LCEF Ministry Support opportunities. Assist LCEF National Lending in developing and maintaining tangible relationships with key Recognized Service Organizations, educational ministries and other LCMS affiliated ministries that fall under the authority of the National Lending team.
- **Qualifications:** A strong competence as a relationship builder and a successful team player...cultivate and maintain strong working relationships with congregations, their pastors, lay leaders, teachers, early childhood directors, and church support staff...in addition to District staff. The ability to accommodate a flexible work schedule that includes weekend and evening obligations, and Sunday morning congregational visits/events. Must demonstrate a strong understanding of marketing, promotion and relationship building, plus the ability to develop and implement a quarterly marketing plan as directed by LCEF.
- **Key Responsibilities:**
  - **Investments.** Promotion and maintaining of LCEF investor base in the District. Cultivate leads, opportunities, and events/conferences to promote new LCEF investors and investment products.
  - **Loans.** Cultivate leads and contacts on possible new loan activity, and retaining of existing loans for the District's LCEF loan portfolio. Provide initial guidance to potential borrowers on all LCEF loan programs and opportunities.
  - **Services.** Cultivate leads and contacts on possible new LCEF Ministry Support activities. Provide leads and referrals for aiding District ministries in utilizing LCEF's wide range of Ministry Support offerings. Ensure timely and efficient communication between the Ministry Support Department, field consultants and the congregations, schools and other ministries of the District. Proactively promote Ministry Support offerings in conjunction with regular loan and investor activities.

## **Qualifications**

- 4-year degree in Business Administration, Accounting, Finance, Marketing, Sales Management, or a related field
- 10+ years of applicable experience, preferably in a management setting
- Strong analytical ability and negotiation skills
- 3+ years supervisory experience
- Excellent verbal and written communication skills
- Excellent relationship building skills
- Member, Lutheran Church Missouri Synod