

JOB DESCRIPTION: PRESIDENT

Higher Education & Leadership Ministries (HELM)

Christian Church (Disciples of Christ)- Indianapolis, IN

Position Summary:

The Higher Education & Leadership Ministries (HELM) President serves as the Chief Executive Officer and works with the Board of Directors to define and carry out HELM's mission as a General Ministry of the Christian Church (Disciples of Christ):

Higher Education and Leadership Ministries works with wider church and higher education partners to develop and nurture Christian leaders who are transforming church, society and world.

Reporting to the Board of Directors, the President has overall strategic and operational responsibility for HELM's staff, programs, and the execution of its mission, as well as developing and managing the resources to undergird this mission.

Essential Duties and Responsibilities:

Leadership and Management

- Provide executive leadership to the HELM staff and Board of Directors and help ensure the continuance of the organization's mission, while maintaining its valued role and position in the larger scope of the denomination.
- Provide leadership to the Council on Undergraduate Education and the Council on Theological Education.
- Continuously assess the organizational structure and programs; identify areas of improvement that best meet the needs of HELM's future.
- Continuously review HELM's policies and procedures and bring recommendations for revisions to the HELM Board of Directors, when appropriate.
- Manage, support and motivate the organization's staff in developing and carrying out the ministry's programs and activities.
- Equip the Board of Directors with regular financial updates, an annual calendar of meeting dates, and information about the programs and activities of HELM.

Partnership Building and Communication

- Work closely with, and be physically present for, the higher education partners of the denomination to maintain a solid relationship and identify the ways to strengthen cooperation and collaboration between HELM, Disciples colleges & universities, Disciples theological educational institutions, and the church.
- Cultivate relationships with General Ministry partners, regions, congregations and donors to further the work and resources of HELM.
- Ensure that HELM's modes and channels of communication provide HELM's staff, board of directors, affiliated institutions, ministry partners, the wider church, and the general public with sufficient, appropriate, and up to date information about HELM's mission and programs.

Development and Finance

- Lead and be actively involved in the development and implementation of fundraising strategies that result in philanthropic giving for advancing HELM's mission.
- Oversee the responsible administration of the organization's finances in accordance with generally accepted accounting principles.
- Work with the Board of Directors in the ongoing assessment of mission, programs, and relationships, while leading the Board in identifying new ways to use HELM's designated assets with both creativity and faithfulness.
- Ensure that the flow of funds permits HELM to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present programs and future potential.

Skills and Abilities:

- Exhibit a collaborative and entrepreneurial spirit
- Possess "theological sensitivity" – a working knowledge of the practices and theologies expressed in the Christian Church (Disciples of Christ); recognition of the role of faith and reason and the importance of graduate theological education in the life of the church
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to set and achieve strategic objectives, communicate with constituents, raise funds, and manage a budget
- Ability to work effectively in collaboration with diverse groups of people
- Possess an understanding of the landscape, challenges, and opportunities for higher education and graduate theological education
- Dedication and ability to travel regularly to colleges, universities, graduate theological institutions, regions, congregations, and General Ministry gatherings

Education and/or Experience:

- At least 7 years of relevant organizational leadership experience; knowledge of nonprofits, multisite organizations, and/or institutions of higher education / post-secondary institutions of education preferred
- Master's degree required; Terminal degree preferred
- Understanding and commitment to HELM's mission
- Demonstrated leadership, coaching, and relationship management experience.
- Active membership and participation in the Christian Church (Disciples of Christ) denomination
- Success working with a Board of Directors in fostering a fully-engaged board

Work Environment:

- The HELM office is located in Indianapolis, Indiana; there is a strong preference for the next President to live in Indianapolis.
- There is much travel involved in this position in building relationships with executives and decision-makers at partner institutions

Equal Opportunity Statement:

“Higher Education & Leadership Ministries is an Equal Employment Opportunity employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, sex, disability, veteran status, age, marital status, sexual orientation, citizenship status, national or ethnic oin, and any other protected status.”

TO APPLY:

An interested, qualified candidate should send:

- An up-to-date resume or curriculum vitae
- A cover letter that describes the intent and interest in the opportunities and challenges that HELM evokes for the candidate
- A list of the names and contact information for four references.
[Note: For clergy applicants, one should be the current regional minister; for lay applicants, one should be the current pastor.]
- For CLERGY APPLICANTS, your search and call papers should be up-to-date with the Office of Ministry.

Send completed packet in a .pdf document format to:

HELMsearch@nbacares.org

**Questions? Contact HELMsearch@nbacares.org
or call 972-345-9514**

DEADLINE: FEBRUARY 22, 2023