



The American Baptist Extension Corporation (ABEC) is looking for an ABEC Representative

Who we are

ABEC is a financial institution with a mission. ABEC exists to assist American Baptist churches and institutions with acquisition, construction and renovation of property for spreading and sharing the Gospel of Jesus Christ. We are able to carry out our mission when individuals, churches and institutions invest funds with ABEC that yield good returns and in turn make funds available for building projects. With an ABEC investment you are supporting church building.

Who we are seeking

The **ABEC Representative** is responsible for promoting ABEC's loan, investment and building planning services. The **ABEC Representative** serves as an advisor on aspects of building planning and financing.

Essential Duties and Responsibilities of the ABEC Representative

- Develop and initiate contacts for all ABEC's ministry and financial solutions.
- Proactively respond to queries from congregations and institutions regarding building assessment and planning, capital fund raising, loans and investments
- Monitor the loan application process for potential borrowers as well as loan servicing concerns including delinquency
- Partner with American Baptist national organizations, regional leaders, churches, institutions and other affiliated partners
- Analyze potential loans, changes in terms, proposed loan rates and programs and make recommendations to ABEC staff
- Promote ABEC investment and loan opportunities to congregations and institutions
- Collaborate with ABEC staff to facilitate services to individuals, congregations and institutions by following up on referrals
- Other duties, relevant to the position and ABEC ministries, as assigned.

Position Qualifications and Requirements for the ABEC Representative

- College graduate degree required, postgraduate preferred
- A minimum of 5 years of relevant experience in facilities planning, financial planning, building planning, construction, commercial lending or architectural fields
- Excellent verbal and writing skills

- Experience in finance, understanding financial statements including income and expense statements and capital fund raising
- Knowledge of Baptist polity and structure and ABC life a huge plus
- Ability to effectively facilitate a group presentation, lead seminars and meetings
- Ability to thrive and effectively collaborate in diverse and multi-cultural settings
- Hands on experience in loan cultivation and sales and marketing preferred
- Proficient use of Microsoft Office Suite and aptitude to learn online video conferencing and specialized
- Ability to travel approximately 50% of the time.

ABEC is an equal opportunity employer and offers competitive salaries and comprehensive benefits (including paid vacation and sick days, medical and dental insurance, and participation in a 403b retirement plan). ABEC supports continued development of skills, abilities and competencies.

Application Deadline: March 31, 2015

To apply, please submit a Cover Letter, salary requirements and Current Résumé to:

jobsabec@abc-usa.org