



**The American Baptist Extension Corporation (ABEC) is hiring.  
ABEC is seeking a *Building and Loan Advisor*.  
Is this position for you?**

#### **Who we are**

ABEC is a financial institution with a mission. ABEC exists to assist 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 ABEC in turn makes available for building projects. With an ABEC investment you are supporting church building.

#### **Who we seek**

You would be responsible for promoting ABEC's loan, investment and building planning services. The ***Building and Loan Advisor*** is an advisor on aspects of building planning and financing. This is a fulltime exempt position and is open immediately.

#### **What you do as the *Building and Loan Advisor***

- Promote ABEC and its mission
- Build relationship with American Baptist national organizations, regional leaders, churches, institutions and other affiliated partners
- Proactively initiate and respond to contacts from leaders through telephone, technology and on-site visits to assist with their building planning, capital funds, loans and investments needs
- Originate loans, monitor the loan application process, support ongoing planning process and manage loan repayment
- Work collaboratively with ABEC staff as it relates to services and provide updates on matters related to borrower, investor and partner organizations
- Follow up on referrals from churches, regional, national and partner organizations
- Participate in relevant training and meetings as required to stay informed and current to better serve constituents
- Other relevant duties, as assigned.

#### **What you need for the position of *Building and Loan Advisor***

- College degree
- Minimum of five (5) years of relevant experience in investments, loan services, commercial lending or facilities planning
- Excellent verbal and writing skills
- Ability to read and understand financial statements including income and expense statements
- Background in Baptist polity
- Effective collaboration in diverse and multi-cultural settings
- Familiarity with best practices in architectural engineering and capital funds campaign
- Tech savvy with ability to use Microsoft Office, video conferencing and databases
- Ability to travel approximately 30% of the time

**Competitive salary and full benefits offered.**

**ABEC supports continued development of skills, abilities and competencies.**

**To apply, please submit a Cover Letter, Salary History and Current Résumé to:**

[jobsabec@abc-usa.org](mailto:jobsabec@abc-usa.org)

**The American Baptist Extension Corporation is an equal opportunity employer.**