



The American Baptist Home Mission Societies (ABHMS) is searching for a Program Director

Why does ABHMS need a Program Director?

ABHMS is looking for a program director to plan, organize, implement and manage ABHMS' *In Support of Excellence* (ISOE) program, a Lilly Endowment grant program. Our *In Support of Excellence* program seeks to equip, support, encourage and advocate for the well-being of American Baptist pastoral leaders by helping to alleviate the economic challenges and related stress they face. Additionally, as part of its sustained focus on financial literacy, ABHMS will seek to incorporate the Your Money-Your Goals financial resources to empower individuals and families in congregations. The **Program Director** is responsible for ensuring the program is managed in accordance with the stated mission and program design and is consistent with ABHMS mission and values.

This is a full time, exempt position and is based at the ABHMS corporate offices, located at 1075 First Avenue, King of Prussia, PA. The position is open immediately.

Program Director Core Duties & Responsibilities

- Develop and maintain collaborative relationships with various ABC church pastors and denominational leaders for the *ISOE* program.
- Implement the design for the *ISOE* program's infrastructure and processes.
- In collaboration with ABHMS communications staff, develop & implement communication strategy to inform denominational, congregational and pastoral leaders about key economic challenges of pastoral leaders and actions that can be taken to address them.
- Develop and launch informational and educational programs to increase the financial literacy and management skills of congregations and their pastoral leaders and actions that can be taken to address them.
- Invest substantial time to deeply understand the economic trends and challenges facing ABC pastoral leaders, clergy, and churches with potential solutions to address them.
- Organize, analyze, interpret and share data regarding the economic state of pastoral leaders within the ABC.
- Work collaboratively to develop and launch the MinistrELife *ISOE* community of practice.
- In consultation with the Unit Director for Leadership Empowerment, manage and utilize the *ISOE* Advisory Council and Grant Review Committee to review and refine program progress.
- Organize and manage program gatherings, workshops, training cohorts and ongoing networking groups.
- Facilitate sharing of resources, information, programming and planning among ABHMS programs and colleagues to integrate and embed *ISOE* values within the missiological priorities of ABHMS, to include integrating and managing the *Your Money-Your Goals* program.
- Work closely with ABC partner organizations to implement and support synergies and program elements of mutual interests.
- In collaboration with ABHMS staff and key partners, refine and implement curriculum/educational model.
- Monitor adherence to *ISOE* program mission and budget.
- Collect stories, data and other evidence to demonstrate the impact of the program.

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- Working closely with the Finance and Development teams, make recommendations for ongoing financial support of the *ISOE* program.
- Submit required reports to Lilly Endowment.
- Attend Lilly Endowment events and participate in peer learning groups.
- Serve as primary spokesperson for the *ISOE* program.
- Other duties as assigned to advance the *ISOE* program or ABHMS objectives.

Skills, Knowledge, Abilities, Education & Experience

- Master's degree required; Master of Divinity or equivalent, preferred.
- Minimum of 5 years' experience managing a multi-faceted grant process at a national or state/regional level of similar size, complexity and demographic scope.
- Pastoral experience helpful but not required. 'Pastoral experience' may be in a senior or assistant or associate capacity, or chaplaincy.
- Demonstrate evidence of successful leadership in building and managing complex relationships among peers, organizational partners, and program participants.
- Knowledge of ABHMS mission and ABHMS' partners network.
- Demonstrated success developing, implementing and evaluating programs.
- Ability to communicate effectively and collaborate with people of all demographics as well as diverse theological and ideological perspectives.
- Proven experience cultivating collaborative relationships with stakeholders.
- Strong project management skills.
- Exceptional interpersonal, verbal and written communication skills.
- Highly skilled in planning, critical thinking and analysis.
- Proficient in Microsoft Office suite.

The American Baptist Home Mission Societies is a nonprofit religious organization that focuses on ministries of discipleship, community and justice and supports mission work in the United States and Puerto Rico. ABHMS seeks to empower American Baptists to develop capable ministry leaders and to equip passionate Christian disciples who impact the rapidly changing American society with the Gospel while promoting healing and transformation.

ABHMS is a great place to work! ABHMS offers a comprehensive and competitive compensation package which includes salary and benefits (such as healthcare insurance, paid time off and paid sick time, participation in a fully-vested 403b). ABHMS provides the support needed to continue to develop our employees' knowledge, skills and abilities along their chosen career path consistent with ABHMS' missional priorities and objectives. We offer a safe, professional work environment with great colleagues and an on-site fitness center. The ABHMS corporate offices are located at 1075 First Avenue in King of Prussia, PA.

If interested, send Cover Letter and Resumé to hrmatters@abhms.org

ABHMS will begin reviewing applications immediately upon receipt. Completed applications should be received by ABHMS no later than March 29, 2019.

ABHMS is an equal opportunity employer and encourages candidates with disabilities to apply.

www.abhms.org