

# Fraser Keating Associates, LLC

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## POSITION SPECIFICATION

POSITION	Director/Human Capital Management
ORGANIZATION	The Ministers and Missionaries Benefit Board of The American Baptist Churches
LOCATION	New York, New York
WEBSITE	<a href="http://www.mmbb.org">www.mmbb.org</a>
POSITION SUMMARY	<p>The Director/Human Capital Management (“Director/HCM”) of The Ministers and Missionaries Benefit Board of The American Baptist Churches (“MMBB”) is responsible for leading MMBB’s Human Capital Management (“HCM”) activities in support of the overall business plan and strategic goals of the organization. Specific responsibilities will include: talent management, succession planning, change management, compensation and benefits design and implementation, employee relations, organizational and leadership development, and training. S/he will provide strategic direction and counsel on human capital issues to the CEO/Executive Director and the senior leadership team.</p> <p>Joining an organization with a 100-year heritage, strong board and management team, solid financial position, and a new growth strategy, the Director/HCM will be an integral member of the leadership team, and a critical hire for the future success of the organization. As a strategic business partner, s/he will bring the experience and best practices to elevate the human resources function within MMBB to support its vision to be a premier Christian financial services organization for the “free church market.”</p>
COMPANY INFORMATION	<p>Founded in 1911 and headquartered in New York City, MMBB is a financial services organization, driven by Christian values to provide employee benefit solutions to faith-based employees. With approximately \$2.5 billion in assets, MMBB offers investment, retirement and insurance benefits to meet the needs of church workers, both ordained and lay. A pioneer in employee benefits, this not-for-profit Christian organization serves churches and faith-based organizations, providing pension and insurance benefits to ensure financial security and protection. MMBB serves 17,000 members across a wide range of denominations and congregationally organized churches. Sustained by three values – generosity, justice and passion, MMBB is guided by the mandate to ensure a sound financial base for the ministry. MMBB has approximately 80 employees.</p> <p>The MMBB retirement plans are available to every employee of an eligible employer, whether ordained or lay, full-time or part-time. Churches that are congregational or independent, including all Baptist churches and most evangelical and Pentecostal churches, are eligible to participate in MMBB’s benefit plans. Institutions related to these churches, such as schools, community organizations, hospitals and nursing homes, are also eligible. MMBB’s tag line is “Real Planning. Real Solutions. That’s our calling.”</p> <p>Specifically, MMBB administers retirement plans, which include 403(b) exempt retirement plans, an employer funded tax-deferred annuity plan, an employee funded annuity supplement plan, and a deductible employee contribution account. Members can diversify their investments through the Balanced Fund or develop a customized portfolio by investing in MMBB’s other investment funds. MMBB also offers life</p>

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## REPORTING RELATIONSHIPS

and disability insurance, and medical/dental plans.

The Director/HCM will report directly to the CEO/Executive Director. S/he will manage a Manager/HCM. S/he will be a member of the Cabinet.

## RESPONSIBILITIES

The Director/HCM will be a strategic partner to the CEO/Executive Director and the senior management team, leading HCM initiatives in support of MMBB's strategy to grow its membership and assets. S/he will establish and implement human capital plans and strategies that support the organization's vision and objectives; serve as a strategic advisor to the leaders of MMBB regarding key organizational and management issues; establish HCM performance goals for MMBB employees; and develop compensation and benefit plans.

Specific responsibilities of the Director/HCM will include, but not be limited to, the following:

- Serve as a member of MMBB's Cabinet and senior management team, promoting a vision for organizational development to support MMBB's strategic and operating objectives.
- Provide direction and counsel to the MMBB's Cabinet, including the CEO/Executive Director, on human capital management strategies including: recruiting, compensation and benefits planning and design, organizational and leadership development, workforce planning and alignment, performance development and employee relations.
- Establish appropriate organizational development programs, combined with a recruitment strategy, to assure that appropriate talent pools are available to support MMBB's growth objectives.
- Partner with business managers to develop and implement innovative solutions to business process and organizational design opportunities.
- Create and support an environment that fosters employee engagement, commitment and retention.
- Develop and implement reward and recognition programs that motivate and inspire high performance.
- Act as a change agent, and create an environment where employees embrace change.
- Provide overall vision and implementation of an effective performance review process.
- Develop and manage the HCM staff and the HCM budget.
- Develop and align the HCM department as a business partner that provides support of business unit strategic plans and objectives.
- Develop, maintain and enhance employee relations for MMBB employees.

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- Assess the effectiveness of MMBB's current HCM efforts and initiatives and proactively identify new approaches and solutions where appropriate for enhanced HCM services to support MMBB.

## **CANDIDATE EXPERIENCE**

The Director/HCM will have at least ten years of Human Capital Management experience gained in a financial services, investment management, or service organization, or in a not-for-profit focused on managing employee benefits, insurance, pensions, or investments. Areas of proven leadership will include: recruiting, compensation, benefits, employee relations, team building, change management and peer consulting. Other qualifications will include:

- Experience leading complex and sophisticated HCM strategy with demonstrated results within a highly collaborative, entrepreneurial organization. Hands-on responsibility for implementation of strategies and processes to address specific business objectives.
- Proven team building and leadership skills that can attract, organize, mentor, motivate, and retain employees to interact effectively with each other and within the organization.
- Demonstrated ability to lead and develop a world-class HCM strategy, goals and action plans.
- A track record of results; a solid reputation for meeting his/her commitments.
- Thorough understanding of the legal and regulatory issues of a HCM function.
- Proven ability to function effectively as a HCM leader in an environment facing rapid change and increased competition. Experience leading and supporting cross-functional initiatives is critical to success.
- Ability to effectively influence others at all levels of the organization in support of change management, with a focus on the senior management team.
- Comprehensive business insight and the ability to regularly engage in operational and business issues that extends beyond the human resources function.
- Outstanding reputation for his/her ability to hire, develop and retain great people.
- Talent assessment skills to ensure the "right people are in the right jobs," in order to optimize business success.

## **PERSONAL CHARACTERISTICS**

The Director/HCM will possess the following personal characteristics:

- Understanding and appreciation of the value of a faith based, not-for-profit organization.
- Strong leadership and interpersonal skills; ability to develop effective relationships with employees across all function and at all levels of an organization.
- Strong written and oral communication skills.

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- Diplomacy, political savvy; engenders confidence and credibility with diverse constituents; actively listens and ensures confidentiality.
- Innovative, imaginative, and creative; someone who can quickly assess a situation, identify problems; and develop solutions.
- Highly energetic with mental stamina to keep up with the demands of the job; intellectually curious; can juggle multiple projects.
- Ability to inspire others to perform at a higher level; builds motivated, diverse, high performing teams; understands what motivates different people.
- A person of high character; acts in accordance with a clear and visible set of values and beliefs; has the courage of conviction and willingness to express views openly and with confidence.

## EDUCATION

An undergraduate college degree is required; an advanced degree is required.

## COMPENSATION

An attractive compensation package will be provided including a competitive base salary and a bonus incentive plan.

## CONTACTS

Interested candidates should submit their qualifications to:

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