

## **Executive Director of Finance and Administration**

The Dakotas Annual Conference of the United Methodist Church is seeking an experienced financial professional to partner in leading and stewarding the vision and resources of the Annual Conference. This will be accomplished through collaborative teamwork, commitment to resourcing, educating and equipping, and management of finance and administration matters in support of our mission to equip congregations in the making of disciples of Jesus Christ for the transformation of the world.

The Dakotas Annual Conference is comprised of approximately 230 churches throughout North and South Dakota, 175 active clergy and 22 conference staff persons. It is incorporated as a non-profit (501c3) organization with an operational budget of nearly \$4 million dollars, a \$4 million dollar budget for pension and health benefits, and invested assets of approximately \$75 million dollars.

The Executive Director of Finance and Administration is an executive level position, and will have authority, responsibility and accountability to achieve the following:

1. Resource congregations, clergy, and lay leadership in best practices related to stewardship, human resources, and non-profit management.
2. Guide the Annual Conference in strategic decision-making on how to best leverage its resources and determine innovative ways to respond to pressing challenges.
3. Maximize the financial, property and personnel resources of the Annual Conference to sustain and invest in our mission and current strategic initiatives.
4. Provide sound financial management, accounting and risk management so that there is transparency and trust with our constituents, as well as accurate and timely information for effective decision making.
5. As a member of the executive leadership team, implement organizational goals through shared governance with the boards and teams related to the office of finance and administration.
6. Ensure that the Dakotas Annual Conference is considered a great place to work by its staff and that the processes are in place to support staff as valued and effective contributors to the organization.

### **Qualifications**

- Committed to the Christian faith and mission of the Church. Knowledge of United Methodist beliefs, practices and organizational structure as well as a commitment to support the values of the UMC.
- Professional education and experience that demonstrates mastery of executive level skills in nonprofit management with a focus on accounting. A bachelor's degree in accounting, finance or nonprofit management with five years of relevant work experience is required. A CPA or master's degree in accounting, finance or management is preferred.
- Commitment to supporting clergy and local churches by helping them understand important aspects of their work to include vision/mission, finance as ministry, ability to preach on stewardship, etc.
- Excellent communication skills including, but not limited to, experience and effectiveness in utilizing technology as a tool for communication and equipping and ability to convey the link between faith and finance, stewardship, etc. to a diverse audience

- Familiarity with charitable tax, employment and property law, self-insured health plans, 403(b) pension plans and investments will be considered an asset.
- Ability to embrace a spirit of adaptation and innovation as well as think critically, work collaboratively, give attention to detail, manage complex systems and move forward key initiatives in strategic ways.
- Experience in supervision of staff and working with diverse constituencies to achieve a common goal.

### **Additional Information**

- Full time, exempt, beginning July 1, 2022.
- Salary plus benefits commensurate with experience and compensation policies of the DAC.
- The Conference Office is located in Mitchell, SD. Residing in the Mitchell area is preferential and/or ability to commute to Mitchell 1-2 days a week. Other arrangements will be considered for the right candidate.
- An officer of the Dakotas Annual Conference, accountable to the Conference Council on Finance and Administration Committee and the Bishop for work performance and accomplishment of goals.

Interested applicants should send resume and professional references along with a letter describing qualifications for this role to [kelsey.morgan@dkmnmf.org](mailto:kelsey.morgan@dkmnmf.org). Applications will be received until August 1<sup>st</sup>.

Additional questions can be directed to Rev. Rebecca Trefz, executive director of ministries, at [rebecca.trefz@dakotasumc.org](mailto:rebecca.trefz@dakotasumc.org).