

Position Title: Associate Director for Evangelical Mission, Northwest Washington Synod, ELCA

Reports to: NWWA Synod Director for Evangelical Mission (DEM)

Job Type: This is a half-time contract synod staff position through 8/31/25 with the potential for extension. Compensation is \$3500/month.

Location: Northwest Washington Synod

To Apply: Please email cover letter and resume to Rev. Judy Brennan at dem@lutheransnw.org by September 27, 2024.

Job Summary:

This position represents the ELCA through the Christian Community and Leadership (CCL) home area of the Evangelical Lutheran Church in America in the Northwest Washington (NWWA) Synod and is responsible for supporting the development of Congregational Vitality: “Communities of Jesus that nurture new life-changing relationships with God, one another and the world,” and reflects the purposes, principles and commitments of the synod, CCL, and the ELCA as a whole.

The person in this role will collaborate and coordinate with Churchwide, Synod and local ministry leaders to develop healthy financial practices and sustainable funding models designed to support congregations and synod authorized worshiping communities (SAWCs) in the ministry of engaging their communities so that more people know the way of Jesus and discover community, justice, and love. In particular, the Associate Director for Evangelical Mission (DEM) will be supporting the work of the DEM by being responsible for empowering and equipping healthy stewardship practices in the Synod, cultivating the financial well-being of new ministries, collaborating in the fund-raising efforts for new ministries, and supporting congregations in Living Legacy planning.

The person in this position is expected to fully participate in the life and ministry of the synod on the synod staff with synod initiatives and will be expected to support implementing and building upon ELCA commitments to ministries among diverse cultures and communities, people with disabilities, young adults, and people and communities experiencing poverty.

This position is a half-time, one-year term-contract with the potential for extension and is supervised by the Director for Evangelical Mission. The person has responsibilities that require them to live in the geographic territory of the synod.

Candidates for this position must reside within the fifty United States or the District of Columbia and be authorized to work lawfully in the United States. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Job Responsibilities (in order of priority from highest to lowest):

1. Stewardship

Responsible for the formation and coordination of the Stewardship Team of the NWWA Synod. Encourage Rostered Ministers, lay leaders, congregations, and clusters to engage with intentional and robust Stewardship practices.

2. Financial structural support of new and strategic ministries

Responsible for encouraging, supporting, and working with the NWWA Synod Authorized Worship Communities (SAWCs), Synod Authorized Outreach Ministries (SAOMs), Congregational Outreach Ministries

(COMs), and Strategic Ministries (where applicable) in their financial health and transparency and in the development of their plans toward sustainability.

3. Synod Grants Funding for new and existing ministries

Responsible for collaborating with the DEM, the Synod Council, and the Synod Finance Team in creating and implementing a plan for the future of grant funding through the NWWA Synod. Work will include partnering in a campaign to support current and future ministries in the Synod.

4. Living Legacy Support

Responsible for collaborating with the NWWA Synod staff, the Living Legacy Team, and others in the synod and Churchwide organization to cultivate new partners for supporting congregations in their Legacy journey. Primary attention will involve ensuring future financial resources for new ministries.

Required Education/knowledge/experience/skills and abilities (required to perform this job):

1. Understanding of and commitment to the mission, vision, values, and goals of the ELCA and the Northwest Washington Synod.
2. Appreciation for the mission, vision, and values of the ELCA.
3. Demonstrated understanding of and commitment to Christian stewardship.
4. Demonstrated ability working with leaders in agile, adaptive innovation and facilitating group processes as well as knowledge, experience and/or willingness to learn, listen and utilize the ELCA Coaching Ministry in growing leaders and building tables.
5. Exceptional interpersonal, organizational, analytical and communication skills and the ability to work in partnership with peers, churchwide, synod and regional staff, as well as lay and clergy leaders. Must be an excellent listener, willing to be both supportive and to engage in difficult conversations as needed.
6. Experience using Microsoft Office suite of applications, web-based communication platforms (Zoom, Microsoft Teams, etc.). Ability to learn new software and systems including CRM or other donor management systems.
7. Ability to utilize metrics, congregational trend reports and demographic data in the development of financial wellness and independence. Ability to move from vision through strategic planning, using SMART goals or other means of goal-setting.
8. Proven effective time-management and administrative experience and ability to meet deadlines and attention to details.
9. Demonstrated competency among communities of color; as well as with people and communities experiencing poverty. Ability to relate and communicate well in diverse cultural, ethnic and socio-economic situations. Commitment to diversity, equity, inclusion and anti-racism.
10. Willingness to continue learning of internal bias and assumptions and working across cultures.

Additional desirable skills:

1. Certified Fund-Raising Executive credential. (CFRE)
2. Experience in capital campaigns, gift development, donor stewardship, and moves management.
3. Demonstrated success in achieving fundraising goals.
4. Bookkeeping, Accounting, business, or non-profit management experience preferred.

Physical and Travel Requirements:

While performing the duties of this job, the employee is regularly required to talk and hear, and use hands and fingers to operate a computer and telephone. This position requires sitting for long periods of time. Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions. Position requires some domestic travel by car and minimum overnight travel by plane. Valid driver's license required.