

NORTH AMERICAN DIVISION

JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from **NORTH AMERICAN DIVISION** employees **WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.**

TITLE OF JOB: Director

DEPARTMENT: Philanthropic Service for Institutions (NAD-PSI)

SUPERVISOR: Vice President

REMUNERATION GRADE/RATE Regular Full-Time (Exempt)

LOCATION: NAD Headquarters (Columbia, MD.)

POSITION SUMMARY: The Director serves as advisor and facilitator to all areas of the Philanthropic Service for Institutions (PSI) within the North American Division. The scope of this position includes resource development, consulting, grants, data analytics, training and marketing of the role and the benefits of PSI.

AUTHORITY, ACCOUNTABILITY: Responsible for directing the administrative activities of the Philanthropic Service for Institutions Department in accordance with North American Division policy and objectives. Responsible to the corporate church body, through the NAD President and the Vice President for Ministries, for administration of church policy in harmony with the beliefs of the Seventh-day Adventist Church.

ESSENTIAL JOB FUNCTIONS:

- Promotes awareness and understanding of philanthropy and fundraising and the endeavors of Philanthropic Services for Institutions (PSI) department on behalf of Adventist organizations and constituents. See NAD Working Policy FI 05 15.
- Keeps abreast of best practices and trends to provide excellent service to; Provides leadership for development and monitoring of the PSI strategic plan and reports accomplishments to NAD administration as well as the PSI Advisory.
- Provides expertise, in training and development, and resources in response to any request.
- Has expertise in writing for publication and in presenting speeches, training sessions, advanced seminars, and other public communication.
- Responsible for the daily operations and management of the department to ensure compliance with NAD Working Policy and the departmental objectives.
- In consultation with NAD Treasury, sets financial goals and ensures that PSI operates within the assigned annual operating budget.
- Encourages and develops an understanding of career opportunities in philanthropy through the Model for Academy Philanthropy Program, thereby attracting men and women of the Church to the opportunities of service.

- Works with Human Resource Services, in recruitment, evaluation, and development of departmental staff. Encourages and supports continual professional development opportunities for staff to provide excellence in PSI services.
- Coordinates the work of PSI with that of other departments and services of the NAD, especially with Stewardship and Trust Services.
- Ensures that PSI services are available to all populations of the NAD primarily through the Unions and Conferences.
- Obtains Vice President pre-approval of any department -initiated contracts and fundraising activities.
- Participates in the national philanthropic community and represents the Seventh-day Adventist church; provides awareness and visibility of the Church's initiatives to the broader philanthropic scene.
- Must be able to travel extensively in all parts of the Division territory, under varying conditions.
- Maintains a digital presence for PSI, as a strategy to conduct ministry.
- Serves on various boards and committees as assigned.
- Performs other duties as assigned by supervisor.

RECOMMENDED EDUCATION/EXPERIENCE: Bachelor's (BA/BS) degree or equivalent in business or a related field required. Graduate degree preferred. Experience at different levels of philanthropy within the church organization, i.e., director of the Philanthropic Services department of educational or other denominational institutions.

If interested in the above position please visit our site [CLICK HERE](#) to complete a NAD Employment Application. Or send email to jobs@nadadventist.org and follow instructions from response email.

Posted:

September 29, 2021 @ 3:30 p.m.

