

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: Associate Director

DEPARTMENT: Stewardship (NAD-STW)

SUPERVISOR: Bonita Shields, Director

ESSENTIAL JOB FUNCTIONS:

- Accepts and initiates travel appointments to promote and educate stewardship directors, pastors, and members in the ministry of stewardship.
- Works with Director in development and implementation of departmental strategy, goals, and marketing of resources.
- Manages offering appeals calendar development process, which includes contacting authors, organizing appeals, and arranging for translations.
- Assists in developing stewardship resource materials for use by the field based on current research.
- Promotes and encourages use of the Personal Giving Plan.
- Counsels NAD constituents in personal money management from the Biblical/Christian perspective.
- In consultation with the Director, coordinates the Adventist Ministries Convention, Stewardship Summits, and other special events, as necessary.
- Develops resources for Stewardship Sabbaths on Calendar of Offerings and Special Days.
- Assists in the design, development, management, and teaching of the Stewardship Certification program through Adventist Learning Community (ALC) and public training events.
- Serves as editor of departmental newsletter, "Heart & Treasure."
- Gives oversight to the public presence of Stewardship Ministries, which includes online, social media, website, newsletter, etc.
- Serves as Associate Secretary for the Stewardship Planning Committee, Mission Investment/13th Sabbath Project Review Committee, and NAD Calendar of Offerings & Special Days Committee.
- Serves on other committees, as assigned.
- Assists in supervision of department personnel, as assigned.
- Other duties as assigned.

EDUCATION/EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) degree required, an applicable field preferred. Relevant experience with writing, editing, and print communication required. Graduate degree in a related field strongly preferred. Minimum of seven years applicable experience in philanthropy and communication necessary. Experience in multiple project management, management of publication process required. Will be expected to complete the NAD Stewardship Certification.

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:
Date and Time**

Monday, May 13, 2019 @ 11:30 a.m.

**This notice will expire:
Date and Time**