

American Baptist Foundation  
420 W. Germantown Pike  
East Norriton, PA 19403  
610.768.2035  
abfadmin@abc-usa.org

**PNP Staffing Group is delighted to have been retained by the American Baptist Foundation to lead their search for a Chief Executive Officer.**

**About the American Baptist Foundation:** ABF is a ministry of the American Baptist Churches USA, organized in 1985, which “supports the stewardship of all American Baptist individuals, churches, and organizations by providing gift planning, gift management, endowment fund management, and educational resources in harmony with the mission of our faith family”. It seeks to fulfill its mission by working with our partners in ministry, which include the American Baptist Home Mission Societies (ABHMS), International Ministries (IM) and the Multi-Region Corporation (MRC), which includes most of the regional ministries of our denomination.

Serving as the Chief Executive Officer of the ABF means working with ABHMS, IM and the MRC to create synergistic relationships with our partners to build connections with individual donors, local churches and affiliated ministries and increase American Baptists’ collective witness for our Lord into the future.

**Position Summary:** The CEO is the chief executive officer of the American Baptist Foundation and shall be responsible for the day-to-day administration of its affairs and its staff. The CEO reports to the ABF Board of Directors.

**Spiritual Maturity and Discernment:** The CEO is expected to be a spiritually mature follower/disciple in Jesus Christ who approaches this responsibility as a ministry commitment. While the CEO’s professional skills are more focused on philanthropic development and fiscal management, there remains an expectation that the leader of a key American Baptist organization will possess a strong personal commitment to Jesus Christ, and a calling by God to this ministry, model a personal Christian lifestyle which demonstrates the gifts of spiritual commitment based on the Bible and empowered by the Holy Spirit. Adhering to a personal set of core values and beliefs during both good and bad times, acting in line with those values. Maintain integrity in all situations, trustworthy, keeping confidences, admitting mistakes, and not misrepresent for personal gain. An understanding of American Baptist polity and history is essential.

**Qualifications and Expectations:** An undergraduate degree is required, and a Masters degree in Business or Management is preferred. Certifications in financial products (CFP, CAP®) or CFRE credential are also preferred. Other professional skills include technical and administrative giftedness in leadership, board/volunteer leadership and management, fundraising goal setting and strategies, donor development, communications and staff relations. Minimum of 10 years in a management or leadership role. Experience with foundation work preferred.

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**Financial Leadership:** Possess strong management experience including a leadership role at a non-profit with assets of \$75 million+. Possess the skills and financial knowledge to effectively monitor the financial operations by working closely with the Finance Committee and the Controller in the areas of budgeting, financial statement presentation, investment management, and satisfaction of annual audit. Possess a technical understanding of investment products offered in the foundation industry, able to train, advise and finalize agreements with donors, ministries, Regional/national partners and constituents.

**Marketing and Development Leadership:** Possess strong creative skills and experience in marketing and public relations by working closely with the Board, the marketing committee, the ABF development staff, as well as external marketing resource persons that result in clear strategies sufficient to drive the ongoing growth and development of the organization. Collaborate with ABHMS, IM and MRC partners to build connections with potential donors.

**Communications:** Be effective in a variety of formal presentation settings – one-on-one, small and large groups, online/social media platforms; with peers, staff, Board, partners and the broader community of stakeholders of ABF. Ability to effectively communicate with diverse groups of people. Able to write clearly and succinctly in a variety of communication settings and styles, can get messages across that have the desired effect.

**Management and Staff Relations:** Demonstrated capacity for and commitment to a collaborative, transparent, honest, ethical and supportive work environment; creative use of limited physical, fiscal and human resources and familiarity with HR issues; strong interpersonal skills which motivate and lead staff, volunteers, the funder base and the Board.

**Diplomacy and Collaboration:** Ability to gain trust and forge relationships that will bring forth stakeholder's best ideas and efforts for supporting and enhancing programs and fundraising activities; Demonstrable grace and consensus building skills.

**Compensation:** \$160,000 - \$190,000 depending on experience. Comprehensive benefits package includes healthcare, fully-vested 403b retirement plan, paid vacation and sick leaves. A relocation package is available for the successful candidate.

**Please send resume, cover letter, and writing sample to Wade Savitt, Executive Recruiter with PNP Staffing Group. [wsavitt@pnpstaffinggroup.com](mailto:wsavitt@pnpstaffinggroup.com)**