



Position Description

Director of Ministry Programs

Mission Statement

The Lutheran Foundation seeks to make Christ known by strengthening Lutheran congregations and ministries, and to demonstrate His compassion by supporting social ministries that nurture body, mind, and spirit.

Ministry Vision

Desired Impact - To stimulate the development of ministries sponsored by Lutheran congregations and faith-based social service agencies that strengthen our community's capacity to reach those most in need. Resulting in an increased number of people touched by the love of Jesus Christ and as a result experience wellness of body, mind, and spirit.

Position Description

General Description

The *Director of Ministry Programs* is a key member of The Lutheran Foundation responsible for assisting the Chief Executive Officer in developing and implementing program activities.

Position Details

This is a full-time, exempt, salaried position. The *Director of Ministry Programs* reports to the Chief Executive Officer of The Lutheran Foundation (TLF). Benefits will be provided consistent with TLF personnel policies.

Performance Description

The *Director of Ministry Programs* is a talented, energetic, visionary, self-motivated individual with a love for the Lord, a devotion to His church, and a passion for health and human care ministries and TLF's mission. This person works closely with the Chief Executive Officer and the Board of Directors to develop a practical implementation of the ministry vision by providing insight, management and implementation of the overall ministry program area.

A significant responsibility for this position will be to work cooperatively with TLF's Member Congregations to strengthen and develop congregational ministries.

Work Environment, Necessary Skills and Abilities

- Possess strong strategic thinking and analytical skills – capable of understanding concepts and developing strategy and tactics to support such concepts.
- Commitment to excellent customer service to both internal and external constituents, including a keen sensitivity to those of diverse social, economic and ethnic backgrounds.
- Experience analyzing qualitative and quantitative data.
- Communicate effectively in person and via correspondence/phone/email.

- Write effectively with the ability to interpret TLF's mission to various constituent groups.
- Effectively and creatively address issues and resolve problems related to areas of responsibility.
- Enjoys developing strong working relationships with leaders from congregations and agencies.
- Lead groups effectively, with an understanding of basic leadership and group processing principles.
- Use word processing, spreadsheet, database and communication software effectively.
- Capability of researching and summarizing information using the internet and other sources.
- Plan and prioritize assignments and activities. Comfortable in a multi-task environment.
- Excellent organizational skills and attention to detail.
- Demonstrated ability to work independently and with a team.
- Willingness and flexibility to undertake a variety of tasks beyond the job description to advance the mission of TLF.
- Periodic travel required (conferences, professional development seminars, grant recipients site visits, etc.).
- May require periodic weekend responsibilities.
- Ability to fly and/or drive to other cities alone.

Preferred Credentials

- Bachelor's degree or beyond from an accredited college or university.
- Significant experience/involvement serving in a faith-based not-for-profit organization(s) or in the Lutheran church.
- Training and experience in planning, program assessment and group facilitation.
- Active in the worship and service life of a Lutheran congregation.
- Familiarity with Lutheran church bodies (especially the E.L.C.A. and the L.C.M.S.) and agencies and comfortable serving and supporting leaders of these various church bodies.

Compensation

- Salary commensurate with experience and background.
- Excellent health and 403(b) benefits.

Additional information related to The Lutheran Foundation is available at www.thelutheranfoundation.org.

For all applicants, cover letter and resume are to be emailed to Marcia Haaff at mhaaff@thelutheranfoundation.org.

Please, no phone calls or mailed resumes.