

Project Director Job Description

The NAE Project Director is a full-time exempt professional position. The Project Director leads NAE participation in the Lilly Endowment Initiative to Address Economic Challenges Facing Pastoral Leaders.

Qualifications and responsibilities include, but are not limited to the following:

Qualifications

- Personal faith in Jesus Christ as Savior and Lord
- Agreement to and affirmation of the NAE Statement of Faith (available at NAE.net)
- Member of the National Association of Evangelicals
- Regular attendance at an evangelical church
- Affirmation and articulation of NAE policies, priorities and positions in writing and speech
- Knowledge of evangelical beliefs, churches, denominations and organizations
- Proficient in use of Microsoft applications (Word, Excel and PowerPoint)
- Strong organizational and interpersonal skills
- Understanding of fundamental financial management practices (personal and organizational)
- Pastoral experience preferred, but not required
- Minimum of 5 years of work experience required
- Baccalaureate degree required, graduate degree(s) preferred
- Capability and experience to fulfill responsibilities listed

Responsibilities

- Invest substantial time to deeply understand the economic challenges facing NAE pastoral leaders and potential solutions to address those challenges
- Organize, analyze, interpret and share data regarding the economic state of pastoral leaders within the NAE
- Cultivate relationships with NAE members and other church leaders to collaboratively find solutions to challenges
- Lead close collaboration with 3-5 select NAE denominations to identify and address the specific economic challenges facing their pastoral leaders. In partnership with the denominations, the project director will:
 - Develop a strategy to inform denominational, congregational and pastoral leaders about key economic challenges of pastoral leaders and actions that can be taken to address them
 - Develop and launch informational and educational programs to increase the financial literacy and management skills of their pastoral leaders
 - Work with denomination to establish, maintain and supplement a Ministerial Excellence Fund
- Organize and manage project gatherings and ongoing networking groups
- Facilitate sharing of resources, programming and planning among NAE denominations and other participants in the Lilly Endowment Initiative
- Work closely with project advisory team to review and refine project progress
- Collect stories, data and other evidence to demonstrate the impact of the project
- Make recommendations for a potential national campaign regarding economic challenges facing pastoral leaders
- Ensure that the NAE is fulfilling commitments outlined in the NAE Lilly Endowment implementation grant
- Attend Lilly Endowment events and participate in peer learning groups

- Draft necessary narrative and budget reports as required by the Lilly Endowment grant agreement
- Draft statements and articles, as necessary, on issues related to economic challenges facing pastoral leaders
- Periodically participate in the organizational activities of the NAE including staff meetings, board meetings, writing for NAE publications, etc.
- Travel on behalf of NAE
- Other responsibilities as assigned

Relationships

- The Project Director reports to the Vice President & Chief Operating Officer
- The Project Director coordinates with other NAE staff

Grant funding for the project work will last for three years. Candidates may be considered for work in the NAE's Washington, D.C., office or remote work from their home location. To apply for the Project Director position, email a cover letter and resume to Heather Gonzales, VP & Chief Operating Officer, at HGonzales@NAE.net.

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