



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 03/20/2024

Closing Date: Until Filled

Position Title: Director of Cooperative Program

Department/Division: Treasurer/CFO

Job Type: Full Time, Exempt

Location: 7557 Rambler Rd., Ste 1200, Dallas, Texas 75231

BASIC FUNCTION: Direction, development, and hands-on leadership for the creation and on-going maintenance of our cooperative program development effort.

Position description/objective: *NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.*

- *1. Develop and implement a strategic plan to strengthen and grow giving among active and inactive churches; primarily focused on, but not limited to, the Cooperative Program (CP).
- *2. Develop and promote a portfolio of funding opportunities for specific ministry and mission initiatives as an additional option for churches seeking to go above and beyond their CP gifts, or for churches who do not currently support CP.
- *3. Coordinate with Communications and Center Directors to continually highlight ministry stories that promote and encourage church partnership and stewardship.
- *4. Consistently analyze giving trends of all TXB churches by sector and produce quarterly reports for Executive Leadership (EL) that highlight the top giving churches, as well as emerging patterns in increases or decreases of specific church gifts. Develop strategies from said analysis to present to EL for strengthening giving trends, celebrating churches with positive trends, and connecting to churches with negative trends.
- *5. Develop, implement, and coordinate recognition of top giving churches by total dollars and as a percentage of undesignated gifts. Recognition of top giving churches should occur at churches, at Annual Meeting, special recognition meals, or at Associational meetings.
- *6. Connect TXB churches with approved resources for congregational stewardship development.
- *7. Build relationships with top giving churches (and those that have the potential to be), by amount and percentage, on a regular basis.

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- *8. Develop communication plan for Area Reps, Church Starters, & all other consultants to discuss talking points and provide materials to leave with every church visited. This should include stories about what is being accomplished with CP. Stories should be refreshed on a regular basis.
- *9. Develop and implement Cooperative Program educational information and materials for use by staff with churches.
- *10. Update and educate all BGCT staff on the Cooperative Program, Biblical stewardship, and the importance of the Cooperative Program to the mission of the BGCT.
- *11. Provide direction and supervision of direct reports; provide professional growth and development; develop and communicate goals and objectives; monitor, evaluate, and provide constructive feedback and direction to direct reports; conduct annual performance and ongoing evaluation.
- *12. Ensure that the responsibilities, authorities, and accountability of all direct reports are defined and effectively communicated to a level of thorough understanding.
- *13. Provide leadership and clear direction to align staff performance with the organization's mission, vision, values, priorities, and strategies.
- *14. Work with Area Reps to be sure they know top giving churches and any significant changes in giving trends in their area. Coordinate visits to top giving churches with Area Reps and Church Starters.
- *15. Address churches with unusual Designed Plan giving patterns to help educate and inform them of options.
- *16. Provide feedback to Treasurer of ways to make giving to CP clearer through use of giving forms and related instructions.
- *17. Educate churches on benefits of giving to CP including: 501(c) 3 letters, Church Matching & Protection Benefit Program, student scholarships, and Annual Meeting messengers.
- *18. Prepare and proofread letters, memos, spreadsheets, and other correspondence accurately and timely.
- *19. Answer phones promptly, take accurate messages, and respond to requests for information timely.
- *20. Attend meetings and participate in training as required.
- *21. Maintain compliance with Baptist General Convention of Texas policies and procedures as well as all state and federal laws.
- *22. Perform other duties as required.

*Task which is considered to be an essential function of the job

Required skills and experience: *NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

1. In-depth understanding of a comprehensive field of knowledge, generally acquired through earned bachelor's degree in a related field. Master's degree preferred and (#) years or more proven, applicable experience.
2. Active membership in a church supportive of the BGCT during employment.

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3. Commitment to Christian principles and teachings both professionally and personally, with an understanding and commitment to Baptist distinctives.
4. Ability to relate positively, influentially, and sensitively to a broad spectrum of persons in a variety of multi-tiered relationships and settings to include but not limited to clergy, laity, institutional staff/faculty, various Baptist organizations, churches of all sizes, cultural identities and worship styles, board and council members, Baptists of Texas and beyond.
5. Proficient ability to plan, administer, and report budgets.
6. Ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
7. Ability to effectively manage personnel; requires administrative skills to include but not limited to staff selection, development, motivation, scheduling, and evaluation.
8. Excellent listening skills, interpersonal skills, and relationship building skills.
9. Excellent demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome.
10. Ability to travel to various geographic locations, including travel by car, and some overnight and weekend stays.
11. Proficient client management skills.
12. Ability to maintain confidentiality.
13. Proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
14. Proficient ability to speak, read and write English.
15. Ability to speak clearly and make self-understood in face-to-face interactions; to articulate with accuracy on the telephone.
16. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
17. Ability to concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continuous basis.
18. Ability to understand and relate to the theories behind several related concepts; ability to remember verbal and written tasks/assignments from a few hours to long periods of time.
19. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
20. Excellent organizational skills; ability to multi-task.
21. Professionalism in the workplace to include professional and accurate communication with others.
22. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Excel, Google email, internet skills, and TouchPoint.
23. Ability to use up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently to move objects.
24. Work deals mostly with areas such as preparing and reading data and figures, reports; visual inspection involving small details. Although important, depth perception and field of vision (peripheral) are not as critical as the ability to distinguish small details and markings very near to the observer.
25. Ability to grasp, push, pull, carry or otherwise manipulate objects; ability to perform tasks requiring action of muscles or groups of muscles and foot and/or hand-eye coordination.

CONTACT: **Human Resources**
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Texas Baptists is an Equal Opportunity Employer.

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