

## Position Title – Ministerial Excellence Program Director

The Pentecostal Churches of the Apostolic Faith, International, (PCAFI) under the leadership of our Presiding Bishop Lambert W. Gates Sr, is determined to Advance the Kingdom for Maximum Impact. To advance the kingdom, we are committed to investing in the lives of our most valuable resource base – The PCAFI pastor. In pursuit of this objective, we are launching the PCAFI Ministerial Excellence Center and a corresponding PCAFI Ministerial Excellence Fund to establish and execute programs to support, develop and train our pastors, leaders and congregations at-large.

The vision for the PCAFI Ministerial Excellence Center (MEC) is to support the wholistic flourishing of our pastors to equip them for personal and pastoral excellence. MEC will enable us to establish complimentary on-demand access to retained executive coaches, lawyers, accountants, financial planners, and therapists for our pastors. We also plan through the MEC to partner with entities, including the Villanova Center for Church Management, Garrett-Evangelical Theological Seminary, and the Evangelical Council on Financial Accountability (ECFA), among others, to build a culturally contextualized ecosystem of opportunities for the development of leadership & management skills as well as personal & organizational financial management skills. Through our extensive national and global footprints, we envision the MEC building institutional partnerships to help pastors and churches obtain low-interest capital for their families and churches, as many pastors' personal finances often fund congregational life and church operations.

The Ministerial Excellence Fund (MEF) would be the signature program of the Ministerial Excellence Center (MEC). The MEF would make direct grants to pastors and their families to support theological education, emergency crisis funding, church-related personal debt relief, a need-based monthly stipend for retiring pastors and widow(er)s, a supplemental need-based monthly stipend for bi-vocational pastors and need-based scholarships for pastors' children.

The Program Director positions require a proven, forward-thinking, and dynamic individuals to provide proactive leadership and vision in developing new, innovative programs. This includes having excellent analytical, interpersonal, organizational, and writing skills; strong relationships throughout the PCAFI; strong public speaking and presentation skills; as well as discretion, sound judgment, and spiritual acumen. The ideal candidates will have extensive experience in church administration, pastoral support ministry and financial management.

The position requires a clear understanding and empathy for the financial, physical, and emotional challenges faced by pastors and their families.

These are remote positions, but the successful candidates should be available to travel to national and regional conferences to promote the program as well as to meet with the Executive Office and staff.

### DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Develop and implement MEC/MEF program strategies
- Oversee management of programmatic budgets to ensure effective and compliant use of grant and contract funds.
- Work with Executive Director of Finance to adhere to the Lilly Endowment's administrative and recordkeeping guidelines to support accurate documentation of activities.
- Effectively engage volunteer staff assets to support the ongoing work of MEF and MEC.

- Ensure compliance for all program grants and contracts; work with grants team to implement and/or improve reporting tools; and ensure timely, accurate reports and communications to funders.
- Direct, lead, and manage the development of grants applications and reports through collaborative writing with staff teams.
- Serve as the senior leaders enabling design, evaluation, and dissemination across all programs.
- Monitor scopes of work to ensure timeliness, quality, and accuracy of activities vis-à-vis contractual and grant commitments.
- Ensure programmatic excellence through development and implementation of innovative performance and outcomes measured.
- Ensure and direct the development of regular and timely programmatic updates across all programs to ensure cross-pollination of ideas, knowledge-building, and resource sharing.
- Pursue and secure additional funding mechanisms to ensure long term program stability and impact.
- Additional duties as defined by the Presider and/or the Executive Office.

Job Requirements:

- Bachelor's degree or 5+ years relevant work experience
- Demonstrated program and/or project management experience
- 10+ years association with PCAFI
- Proficient in Microsoft Office Suite
- Strong written and verbal communication skills
- Availability for moderate travel
- Strong process management skills
- Experience managing grant and/or 501 c (3) programs, preferred