

THE AFRICAN METHODIST EPISCOPAL ZION CHURCH
GENERAL OFFICER JOB DESCRIPTION
Executive Director, Zion Benefits Services (ZBS)

Position Title:

Executive Director, Zion Benefits Services

Classification:

Exempt

Salary Range:

Determined by Connectional Budget Department's predefined range.

Reports to:

Chairman and Connectional Trustees

General Description:

Summary/Objective

This position reports to the Chairman of the Board of Zion Benefits Services, Inc. (ZBS), a department of The African Methodist Episcopal Zion Church (the Church). Executive Director has overall strategic and operational responsibilities for ZBS, which include management of staff and all core programs as mandated by The Book of Discipline of the Church for the execution of benefits provided for the ministry of the Denomination.

Essential Functions:

- Administrate internal controls that guarantee protection, delivery and reporting of (i) retirement benefits and self-managed retirement plans for pastors of the Church; (ii) death benefits for beneficiary(ies) of pastors; and (iii) relief benefits for living spouses of deceased pastors.
- Recommend and pursue funding levels required to provide respectful benefits for pastors.
- Oversee retention, growth and expansion of Property & Casualty Insurance program that protects the Church and its affiliated institutions against property and casualty losses.
- Development and implementation of Risk Management guidelines and procedures that will protect the denomination against costly and preventable losses.
- Development and execution of five-year Strategic Plan with goals and objectives for successful outcomes.
- Demonstration of external presence that build and foster relationships, garner new opportunities and consummate strategic targets.
- Recommend timelines, budgets and resources needed to achieve strategic goals.
- Keep good and auditable records of all financial transactions.
- Employ effective tracking systems that beget sound business practices and accurate reporting of financial condition and operating effectiveness to the ZBS Board, Board of Bishops and Connectional Council.
- Serve as ex-officio of the board of ZBS.
- Lead, coach, develop, and retain ZBS's high-performance team with measurable goals for program effectiveness, efficiencies, expansion and service quality.
- Ensure ongoing programmatic excellence, rigorous program evaluation, consistent quality of financial administration, communications, and systems enhancements.

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- Networking with ZBS Board members, Bishops, General Officers, accounting and legal firms, government agencies, financial institutions, insurance brokers & carriers and industry vendors with objectives for achieving program and operating enhancements.
- Continually deepen and refine all aspects of communications, i.e., personal presentations, ZBS website, brochures, the Star of Zion and direct mail campaigns.
- Collaborate with other General Officers of the Church to identify and implement ways to reduce operating costs, share resources and support each other's common business objectives.

Qualifications & Competencies:

SPIRITUAL MATURITY AND VITALITY

Must meet all the biblical qualifications for church leadership. They will need seasoned faith and maturity as demonstrated by many years of consistent and faithful Christian living and service.

PERSONAL MATURITY AND MINISTRY-CONGRUENT CHARACTER

Must be emotionally healthy, resilient, constructive, and wise, demonstrating the personal qualities that mark strong leadership and durability. They will require strong interpersonal skills and should be recognized as a servant-leader, be outgoing and friendly.

FAMILY ALIGNMENT

It is essential that the General Officer be able to balance wisely the responsibilities of home and work.

MINISTRY CALLING AND GIFTING

Should be able to verbalize a sense of God-given calling to vocation. They must have gifts that are strategic to the fulfillment of the position description: leadership, administration, and teaching.

- Member in good standing of The African Methodist Episcopal Zion Church.
- An advanced degree, ideally an MBA, with at least 10 years of senior management experience.
- Track record of effective leadership and success working with a Board of Directors.
- Mission-driven, self-directed and adept at analyzing and summarizing financial records and reports.
- Reputation for high degree of integrity, positive attitude and astute business acumen.
- Action-oriented, adaptable, and innovative approach to business planning.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Bondable to the level required by the Denomination for the Office.