



National Association of
Congregational
Christian Churches

**| EXECUTIVE DIRECTOR OF THE NATIONAL ASSOCIATION OF
| CONGREGATIONAL CHRISTIAN CHURCHES**

Reports: To the Board of Directors of the National Association of Congregational Christian Churches (NACCC) and the Board of Governors of the Congregational Foundation.

Purpose: To act as the Executive Director for the NACCC and the Congregational Foundation.

Essential Job Functions

1. Leadership of the Association

- a. Develop vision and strategy for the NACCC and the Congregational Foundation in collaboration with constituents and elected leaders.
- b. Provide resources and support to member churches and clergy.
- c. Provide support and oversight to Association officers, boards, councils and teams.
- d. Develop key relationships with, among others, donors and partners.
- e. Support transparency and openness within the governance of the Association.

2. Organizational management of Association office/staff

- a. In consultation with the Personnel and Administration Committee, and elected leadership as appropriate, be responsible for hiring, firing, evaluation, development and supervision of staff.
- b. Foster a positive and supportive work environment for staff, including the implementation of policies as required by organization structure and bylaw.
- c. Oversee the fiscal health of the Association and Foundation, including participation in the budgeting process and fundraising.

3. Oversight and leadership for the Center for Congregational Leadership to provide tangible assistance to churches and clergy.

4. Primary face of the NACCC within and outside the Association

- a. Provide outreach, introduction and information to inquiring churches.
- b. Assist or provide means of assistance for member church search committees.
- c. Serve as a spokesperson for the Association.
- d. Work with NACCC staff to support fundraising efforts and be available for major gift cultivation.

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To nurture fellowship among Congregational Christian Churches and to support ministries of the local church in its community and to the world, all in the name of Christ.

Job Qualifications

- Knowledge of Congregationalism, including church organization and polity.
- Oral and written communication skills.
- Ability to work with staff and volunteers.
- Availability to travel (for essential functions).
- Technologically proficient, with ability to oversee social media strategies.
- Knowledge and ability in fiscal management.

Physical Requirements

Essential (*core to effective completion of the job*)

- Must be able to:
 - Provide own transportation or use public transportation, as needed, for off-site meetings or to run work-related errands.
 - Travel regularly out of town using private, rental, and public transportation.
 - Consistently operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer, including repetitive use of hands and arms.
 - Remain in a stationary position more than 50% of the time.
 - Move within the office to access file cabinets, office machinery, etc.
 - Communicate frequently via phone, Zoom, in person, or via email with stakeholders.

Non-essential (*helpful, but may be delegated to another staff member*)

- Lift, carry or otherwise move and position objects weighing 30 to 50 lbs.
- Occasionally bend, kneel and crouch.

Educational Requirements

- Bachelor's degree with advanced degree preferred.