



Eastern North Dakota Synod  
Evangelical Lutheran Church in America

## **Eastern North Dakota Synod Endowment Manager**

The Eastern North Dakota Synod has a long history of a highly successful 20+ year-old endowment (Vital Leaders Endowment Fund) supporting rostered ministers (pastors and deacons) in the synod. Building upon this success, the Eastern North Dakota Synod launched five new endowment funds in 2024. The EaND Synod Endowment now consists of the Campus Ministry Endowment Fund, Holy Innovations Endowment Fund, Native American Ministry Endowment Fund, Resurrection Endowment Fund, Sustaining Endowment Fund, and the Vital Leaders Endowment Fund.

The Eastern North Dakota Synod Endowment Manager is a part-time contract position. Compensation is based on an average of 30 hours per month, while noting variation in the month-to-month workflow. This position is remote and requires one to be self-motivated and independent while also connecting appropriately with bishop, synod staff, and synod constituents. This contracted position is an extension of the Office of the Bishop, works strategically with the priorities of the synod, and reports directly to the bishop.

### **Responsibilities:**

- 1) Tend to the overall health of the EaND Synod Endowment, including, but not limited to:
  - a. Coordinate the work of the Endowment Committee
    - i. Arrange committee meetings, including meeting site and logistics and meeting agenda
    - ii. Oversee and facilitate grant application and distribution process, including but not limited to the annual student loan repayment, pension equity grants, internship grants, and leadership grants – all from the Vital Leaders Endowment Fund
    - iii. Ensure the Endowment Committee is aware of and utilizes the Investment Policy and annual distribution thresholds
    - iv. Record meeting minutes and ensure proper retention of related documents
    - v. Ensure appropriate board membership and recruit appropriate committee members as vacancies occur
  - b. Communicate with the Committee members, synod Treasurer, Synod Council, and appropriate synod staff regarding the endowment
    - i. Ensure the synod calendar represents the committee meeting schedule
    - ii. Communicate with the synod Finance Manager regarding distributions and any other related matters
    - iii. Liaise with synod treasurer regarding regular finance reports

- c. Creatively promote the EaND Synod Endowment, including an annual Endowment Sunday
  - d. Liaise with the Director of Generosity to promote generosity through inviting, thanking, and celebrating
    - i. Thank individuals and congregations who give gifts to the Endowment
    - ii. Represent and invite generosity for the Eastern North Dakota Synod Endowment within Eastern North Dakota Synod congregations and with donors, as time parameters allow
- 2) Work cooperatively with the bishop and Endowment Committee chair to ensure the harmony of the endowment with the vision and strategic direction of the Eastern North Dakota Synod
  - 3) Consult with the bishop for managing multiple time demands and priorities. Support will be given for these decisions in order for the position to stay within its expectations and pay-rate of an average of 30 hours per month.
  - 4) Be present for major synod activities such as Synod Assembly and Fall Theological
  - 5) Collaborate with the EaND Synod staff, especially the Director of Generosity, and attend monthly meetings, as available.

**Minimum Qualifications:**

- 1) An understanding and appreciation of the Lutheran faith, the ministries of the ELCA, and the Eastern North Dakota Synod
- 2) Ability to articulate the mission, core values, and strategic priorities of the Eastern North Dakota Synod and represent the synod with gracious leadership
- 3) Demonstrated competence of initiative and follow-through
- 4) Ability to maintain confidentiality and appropriate boundaries

**About the Eastern North Dakota Synod:**

The Eastern North Dakota Synod ([www.eandsynod.org](http://www.eandsynod.org)) is one of 65 synods of the Evangelical Lutheran Church in America (ELCA). We serve approximately 175 congregations and additional ministries in the eastern third of North Dakota. The office is located in Fargo, ND.

**Apply by sending a cover letter and resume to Deacon Laura Carson at [deaconlaura@eandsynod.org](mailto:deaconlaura@eandsynod.org). Applications will be received until the position is filled.**