

Executive Director of Finance and Operations New Community Bible Fellowship – Cleveland Heights, OH

Are you an executive level financial leader with the desire to use your gifts to further The Gospel of Jesus Christ? Are you a gifted second chair leader who knows how to operate in the spirit of the Senior Pastor? Are you committed to excellence, integrity, spiritual leadership and have demonstratable financial acumen? Have you led capital campaigns and construction projects to completion? Do you love working in a fast paced, fun, can-do environment? If so, we'd love to talk with you!

New Community Bible Fellowship is a growing 4000+ member Bible teaching, non-denominational church in Cleveland Heights, Ohio seeking a full-time ministry executive who will function as the Executive Director of Finance and Operations (EDFO). This role reports directly to the Senior Pastor and works in tandem with the Executive Director of Ministries (EDOM) to execute the vision of the church established by the Senior Pastor. Specifically, the EDFO will provide the Senior Pastor with executive level financial updates and guidance on church financial matters and serve as the chief steward of all church finances and financial activities including banking relationships, contracts, capital campaigns, construction initiatives, annual church budgets and more. In addition, the EDFO will be responsible for the operational excellence of the church which includes organizational and systems development, human resources, IT, legal and other operational and administrative areas.

New Community Bible Fellowship offers competitive compensation, a comprehensive benefits package including medical, dental, vision and life insurance as well as a 401(K).

The ideal candidate will meet the qualifications of an Elder as outlined in 1 Timothy 3:1-7. He will be called to serve in a church and have a minimum of a bachelor's degree in finance, accounting or business administration and five years serving in a similar role in a church, non-profit or business environment where a major part of the responsibility was P&L performance. He must have a true heart for God and God's people.

About New Community Bible Fellowship

New Community Bible Fellowship (NCBF) is a non-denominational, Bible teaching, Christ-centered church located in Cleveland Heights, Ohio. As a church we are committed to developing each of our members into fully devoted disciples of Jesus Christ. New Community is a church plant, started 27 years ago in 1994 by our Sr. Pastor, Kevin James. Our membership is currently at 4000+ and we offer three identical services each Sunday. We have strong programs for all ages and our average attendance on Sunday mornings is 1500 to 1800 between our three services.

We are a predominately African-American church with a growing amount of racial diversity. Our worship style is contemporary gospel. Our ministry has already transcended beyond local to a regional level and it is our goal to grow into a world-class church ministry for the gospel of Jesus Christ. We hope to accomplish our ever-expanding vision by passionately and urgently living out our mission of "changing lives through the power of Jesus Christ." For more information about New Community Bible Fellowship, visit our website at www.newcommunitybible.org.

Application Procedure

Interested and qualified individuals should send a cover letter, resume along with a wage/salary history via email to HR@newcommunitybible.org. Candidates who appear to be a good match for both NCBF and this position from a preliminary review of qualifications and

experience will be contacted for interviews and further candidating steps. Job Post Date: 04-02-2021. Position will remain open until filled.