



Ministry Opportunity with The American Baptist Extension Corporation (ABEC)

ABEC Representative

Who we are

ABEC is a financial institution with a mission. ABEC exists to assist American Baptist churches and institutions with acquisitions, construction and renovation of property for spreading and sharing the Gospel of Jesus Christ. We are able to carry out that mission when individuals, churches and institutions invest funds with ABEC that yield good returns. With an ABEC investment you are supporting church building.

What we are seeking

The **ABEC Representative** is responsible for promoting ABEC's loan, investment and building planning services. The **ABEC Representative** serves as an advisor on aspects of building planning and financing.

Essential Duties and Responsibilities of the ABEC Representative

- Initiate contacts for all ABEC's ministry and financial solutions.
- Proactively respond to contacts from congregations and institutions through telephone and on-site visits to provide building assessment and planning, capital fund raising, loan and investment solutions
- Monitor loan application and performance including origination, negotiation and underwriting
- Partner with American Baptist national organizations, regional leaders, churches, institutions and other affiliated partners
- Analyze potential loans, changes in terms, proposed loan rates and programs and make recommendations to ABEC staff
- Promote ABEC investment opportunities available to congregations and institutions
- Collaborate with ABEC staff to facilitate services to individuals, congregations and institutions by following up on referrals
- Other duties, relevant to the position and ABEC ministries, as assigned.

Position Qualifications and Requirements for the ABEC Representative

- College graduate, postgraduate degree preferred
- A minimum of 5 years of relevant experience in facilities planning, financial planning, building planning or architectural fields
- Knowledge of and experience with commercial credit, loan cultivation, lending processes, facilities planning

- Experience in finance, understanding financial statements including income and expense statements and capital fund raising
- Background in Baptist polity and structure and leadership in American Baptist life
- Proven expertise in group facilitation and content presentation
- Excellent verbal and writing skills
- Ability to thrive and effectively collaborate in diverse and multi-cultural settings
- Direct experience in sales and marketing
- Understanding of construction industry best practices
- Familiarity with the philosophy of capital campaign processes, experience managing a campaign preferred
- Proficient use of Microsoft Office Suite and aptitude to learn online video conferencing and specialized account information software
- Ability to travel approximately 50% of the time.

ABEC is an equal opportunity employer and offers competitive salaries and comprehensive benefits (including paid vacation and sick days, medical and dental insurance, and participation in a 403b retirement plan). ABEC supports continued development of skills, abilities and competencies.

Application Deadline: September 30, 2014

To apply, please submit a Cover Letter, salary requirements and Current Résumé to:

jobsabec@abc-usa.org