



Vice President of Administration

PENSION FUND OF THE CHRISTIAN CHURCH

*Join our Team to Ensure the Growth of \$3.5 Billion in Assets
and serve our 14,000+ Members who Serve Others*

Pension Fund of the Christian Church is seeking a mission-minded team member to join our Administration team as a **Vice President of Administration**. Reporting to the President and CEO (President), the successful candidate will serve as the principal aide to the president, handling a wide range of matters of internal administrative importance on behalf of the President and Senior Leadership. The successful candidate will function as an internal project manager, providing coordination and oversight in the development of defined core initiatives and overall internal operational processes, including policies, procedures, and special projects in collaboration with Senior Leadership.

The Vice President will supervise the Director of Human Resources and the Director of Office Operations.

BACKGROUND

Pension Fund currently has assets in excess of \$3.5 Billion. In service to our members, Pension Fund partners with employers to: Offer financially secure retirement savings options and education for pastors and lay employees of the Stone-Campbell (Restoration) Movement, including financial support of surviving family members and provisions for those who become disabled; Invest and prudently manage the resources of our members - maximizing returns, minimizing costs and assuming the burden of market risk; Engage members with compassionate care and personalized attention; Steward the assets and programs of Ministerial Relief and Assistance; and Utilize current and compliant processes.

Our products include a defined benefit Pension Plan with death and disability benefits; a Tax-Deferred Retirement Account 403(b)/Roth 403(b) (TDRA 403(b)/Roth 403(b)); Roth IRA; Traditional IRA; 457(b); and Benefit Accumulation Account (BAA) (a high-yield savings account). We are one of more than 70 IRS approved non-bank trustees in the US.

Pension Fund members are part of the Stone-Campbell (Restoration) Movement, including but not limited to the Christian Church (Disciples of Christ), Christian Churches and Churches of Christ, Church of Christ / Disciples of Christ International, and Churches of Christ (acapella) in the United States. We operate a Retirement Contribution Account (RCA) plan in Canada and a Pension Plan and the Tax-Deferred Retirement Account 403(b) in Puerto Rico.

Essential Functions:

As the Vice President overseeing internal Project Management:

- Directs internal projects that are intra and cross-departmental utilizing a lean process / Six Sigma mindset and approach.
- Works with the president to implement initiatives related to the annual business plan and triennial strategic plan.
- Works with the President to plan agendas of the Leadership Team, including maintaining the master calendar and identifying intra and cross-departmental base business operations and special projects for project planning, such as quarter end and year end operations, open enrollment for benefits, managing procedure and process retention, among others.
- Participates with the President and other senior leaders in institutional planning, policy development, and problem resolution.
- Ensures written policies and procedures are in place and followed, working with Senior Leaders to manage and maintain a schedule of updating the procedures.
- Handles administrative matters for Senior Leaders such as coordinating K-1 filings, Secretary of State filings, Church Benefits Association, and the Church Alliance annual data.
- Represents the Administration Department on IT project teams, as needed.

As the Vice President serving as principle aid to the President:

- Serves as a member of the Enterprise Risk Management Committee.
- Oversees the annual business insurance renewal process (EPL/Fiduciary, D&O, Property and Casualty, Worker's Compensation) for the organization.
- Represents the organization to the Church Benefits Association Human Resources Group and the Large Plan Compensation Study group.
- Participates in financial matters including budgeting, invoice approval, and management of department finances.
- Serves as the point of contact for audit matters (internal and external) related to the department.
- Partners with the Assistant Vice President of Internal Audit to ensure follow-up actions are taken for the Enterprise Risk Management Committee and administrative risk mitigation steps are reviewed and documented.
- Oversees all facets of the daily operations of the organizational unit, ensuring compliance with all relevant federal and state laws, regulations, policies, and operating agreements.

As the Vice President overseeing Human Resources, Payroll, and Benefits:

- Supervises the work of the Director of Human Resources and Director of Office Operations.
- Serves as the organization Health Privacy Officer, handling insurance disputes, billing and claims, payment approvals, and enrollment – annual and new hires.
- Reviews, recommends, and oversees benefit design, benefit management and benefit consultants/providers for Pension Fund employees including but not limited to:

- Compensation studies
- Health, Dental, and Vision benefits including annual renewal of contracts.
- Ancillary employee paid benefits such as catastrophic health insurance and pet insurance.
- Coordinates open enrollment, including employee benefit information.
- Coordinates employer provided life insurance.
- Oversight of payroll department and processes, including serving as the backup administrator and ensuring W-2 compliance.
- 1094-C and 1095-C compliance.
- Formulates policies and provides overall direction of the organization's employed community within guidelines established by the President and Senior Leadership including oversight of the Employee Handbook and organizational policies.

Competencies:

- Highly detailed-oriented with a passion for organization.
- Ability to lead with lean process / Six Sigma mindset with a preference for green belt or higher or Project Management certification or sufficient work history with internal project management and administration.
- Exceptional interpersonal skills and the ability to interact effectively with the Executive and Leadership Teams and work cross-departmentally.
- Strategic planning and problem-solving skills.
- Demonstrated leadership, organizational, and management skills.
- Employee development and performance management skills.
- Advanced analytical, evaluative, and objective critical thinking skills.
- Ability to analyze, summarize, and effectively present data.
- Advanced verbal and written communication skills
- Strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Ability to perform complex tasks and to prioritize multiple projects.

Supervisory Responsibilities:

- Oversight of the Director of Human Resources and Director of Office Operations.

Work Environment:

This position requires an independent and creative self-starter with great attention to detail. The work environment requires self-management and must be conducive to productivity with timely response to employees and supervisors.

Physical Demands:

This is an office position requiring minimal lifting or carrying. The ideal candidate must be able to complete all physical requirements of the job with or without reasonable accommodation.

Position Type/Expected Hours:

This fully remote position is full-time and requires a minimum of 37.5 hours per week. Occasional evening and weekend hours for special events.

Travel:

Occasional travel required for support of major events and on-site production.

Required Education/Experience:

- Bachelor's Degree required; master's degree or advanced education preferred.
- Minimum 10 years work experience operating in independent roles, exercising leadership skills, providing functional or formal supervising of staff/teams, such as an executive director or vice-presidential level.
- Skilled at negotiation, planning, and budgeting.
- Demonstrated ability to manage detailed projects with a consistent methodology and communication plan; should have proven ability to plan, format, collaborate and communicate with all stakeholders on projects.
- Working experience with payroll and benefits management;
- Understanding benefits administration and processing with self-funded plans from decision making on annual benefit plans, claims processing through the annual enrollment process.
- Able to lead a team and manage several tasks at once.
- Calm under pressure and comfortable with a fast-paced work environment.
- Problem-solving skills, deadline-focused, and goal-driven.
- Meticulous in their work with high standards of excellence.
- Advanced Excel skills preferred.

Salary & Benefits

- 14% of salary contributed to the pension plan.
- Full family coverage for health, vision, and dental.
- Two times annual salary in our group term life policy.
- Full vacation benefits.
- A matching tax deferred retirement account.
- Educational assistance up to the maximum allowed by the IRS as nontaxable income.
- A family-oriented office environment with flexible work schedules.

Interested applicants should email a copy of their resume to Mikka Mabijs, Director of Human Resources mmabijs@pensionfund.org. Candidates will be reviewed on a rolling basis and applications will remain open until the position is filled.

Pension Fund does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, handicap, age, sexual orientation, status as a parent, or any other characteristic protected by law.