

**Presbytery of San Francisco**  
**Partner for Mission and Church Assets (One-Year Position)**  
**Job Announcement**  
**February 14, 2022**

The Presbytery of San Francisco seeks to hire a Partner for Mission and Church Assets to join the three-member Executive Partners leadership team for a one-year period (see Employment Terms below).

The Presbytery of San Francisco is managed by a team of three co-equal Executive Partners (Partner for Mission and Church Assets, Partner for Congregational Vitality and Clergy Support, Partner for Operations and Communication), who are contracted with the Presbytery through May 2023 under a Transitional Partnership Model. They work with a part-time Stated Clerk, two administrative staff and a part-time accountant.

In conjunction with the Executive Partners, the Finance and Property Oversight Committee (FPOC) and staff, the Partner for Mission and Church Assets will manage and direct business, financial, and legal affairs to protect the real and personal property assets of the Presbytery of San Francisco in furtherance of a clear vision which sees property as a tool for advancing the mission of Jesus Christ. The position will also oversee and implement financial strategy and planning, as well as assist congregations in better utilizing their property and resources to support their mission.

The position is accountable to the Mission and Vision Leadership (MVL) Committee through its Personnel Working Group as a member of the Executive Partners leadership team.

**Essential Functions and Responsibilities**

The position serves three major groups - the Presbytery, pastors, and congregations - by performing the following responsibilities:

- A. Oversee the Presbytery budget creation and implementation process, in conjunction with the Mission & Vision Leadership (MVL) Committee and the Executive Partners.
- B. Manage business matters related to loans, property and finances with the denomination's General Assembly and Synod.
- C. Engage with pastors and congregational leaders regarding matters of finance, property, contract management, rental agreements, leases, loans and other business matters, congregational mergers and transitions, tax and legal matters.
- D. Support and engage congregations to ensure corporate, nonprofit, and denominational compliance, including loans, tax filings, property taxes, etc., working closely with the contracted accountant and Presbytery Treasurer.
- E. Direct the work of the accountant to ensure strong financial controls, accurate reporting, and effective recordkeeping, and assist the accountant with the annual financial audit.
- F. Partner with outside consultants retained to assist with real property development, facilities maintenance, and capital improvements.
- G. Work collaboratively with the Executive Partners to lead and provide pastoral and logistical support to pastors, congregations, and Presbytery committees.
- H. In conjunction with the Presbytery Partners, proactively engage in crisis management within the Presbytery,
- I. In conjunction with the Presbytery Partners, engage in the implementation of its Matthew 25 directives:
  - 1) Dismantling structural racism by enabling churches to become Matthew 25 congregations and working toward the racial balancing of all Presbytery committees;
  - 2) Working toward the eradication of systemic poverty, by facilitating financial support for struggling minority congregations, and establishing and working with a Presbytery-wide real church assets group, as well as regional real church assets groups, with focus on housing,
  - 3) Helping to build congregational vitality, by conducting regular reviews and periodic discussions with regional grant-making committees to align Matthew 25 efforts with Matthew 25 directives
- J. Partner with Presbytery leaders and staff to ensure the effective administration of operations, an inclusive workplace, and leadership of the Presbytery.

The Executive Partners will support and facilitate the Mission and Vision of the Presbytery along with its stated goals in the PC(USA) Matthew 25 initiative, focused on dismantling structural racism, eradicating systemic poverty, and building congregational vitality.

#### Core Competencies

- A. Models and articulates strong faith in Jesus Christ
- B. Strong interpersonal skills: including being a good listener; humble, open and honest; and self-reflective
- C. Team player and ability to work collaboratively with others
- D. Approachable, compassionate leader with integrity
- E. Life-Long Learner
- F. Ability to work within the consensus model of decision making
- G. Ability to connect deeply with small and large churches, urban and suburban churches, and racial-ethnic leaders and churches
- H. Excellent oral and written communication, including the ability to build bridges in cross-cultural interactions
- I. Financial acumen and the ability to analyze and present information to ensure understanding
- J. Knowledge of general accounting principles, software tools, and analytics
- K. Strategic and financial planning tied to organization mission, vision, and goals
- L. Familiarity with contract and property management "best practices"
- M. Ability to lead meetings, encourage participation, and ensure follow-up
- N. Conflict resolution and negotiation skills

#### Job Requirements

This position requires:

- A. Bachelor's degree in business, finance, or similar field, or an equivalent combination of education and work experience relevant to the job responsibilities.
- B. Experience with real property management, capital improvement projects, and/or construction contract management.
- C. Financial and strategic planning experience, including budget preparation and monitoring, ideally for organizations with annual budgets of more than \$1 million.
- D. Proven ability to lead and work effectively within a team, build professional relationships, and deal sensitively with dynamic issues in a responsive, empathetic, and pastoral manner.
- E. Leadership experience and excellent management skills in a religious organization, nonprofit or other mission-driven organization.

The following attributes are preferred:

- A. Ordination as a Teaching Elder or Ruling Elder in the Presbyterian Church (USA) and possessing a working knowledge of the Constitution of the Presbyterian Church (USA).

**Hiring Requirements:** Proof of eligibility to work in the United States and a standard employment background check will be required prior to hiring.

**Employment Terms:** This is a full-time, salaried (exempt) position, with a salary of \$81,500 (equivalent to the salaries of the other Partners), with an allowance toward health benefits. Contract for one year, June 1, 2022, through May 31, 2023, aligned with the Transitional Partnership Model, as approved by the Presbytery. Paid time off for holidays, paid vacation, and continuing education time as detailed in the employment contract. Job may be performed in a hybrid-work model, i.e. a combination of work on-site at the Presbytery offices and remotely, as needed, to accomplish work and collaborate with people most effectively.

**How to Apply:** Submit resume by **March 26, 2022**, with cover letter by email to: [Lori@sfpby.org](mailto:Lori@sfpby.org) (subject: Partner for Mission and Assets)

The Presbytery of San Francisco is an Equal Opportunity Employer and encourages candidates from all backgrounds to apply.

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