christ lincoln
A LUTHERAN MINISTRY

Position Profile: Executive Director of Administration & Finance

Christ Lincoln is a family working together to grow the kingdom of God. Our mission is connecting people to Christ, together growing in His Word. Each day we strive to join Jesus on His mission so that all may know Jesus!

Job Title	Executive Director of Administration & Finance
Department	Administration & Finance
Reports To	Senior Executive Director of Ministries
Position Level	2
Position Status	Full Time - Exempt

Job Purpose

The Executive Director of Administration & Finance provides executive leadership for Christ Lincoln's financial health and administrative operations. This role leads the ministry's financial planning, human resources, communications, and church management systems, providing strategic counsel to leadership and governance groups. The Executive Director of Administration & Finance ensures these functions effectively align resources, people, and systems to support ministry priorities and advance Christ Lincoln's mission and vision.

Duties and Responsibilities

I. Provide Executive Leadership and Financial Oversight
   A. Establish financial strategies and long-term priorities that promote financial sustainability and responsible stewardship of resources.
   B. Provide financial analysis, counsel, and recommendations to inform strategic decisions, resource allocation, and ministry planning.
   C. Oversee accounting operations, financial reporting, cash flow management, internal controls, and compliance with applicable financial requirements to include leading the year end audit/financial review.
   D. Provide financial guidance and reporting to the Lay Leadership Board, Financial Oversight Committee, Congregational Treasurer, and other designated governance groups.
   E. Collaborate with the Christ Lincoln Foundation and its leadership to support long-term stewardship, providing financial insight and recommendations that advance shared mission priorities while respecting each organization's governance and fiduciary responsibilities.
   F. Oversee financial risk management and evaluate financial practices and controls to strengthen accountability, efficiency, and ministry sustainability.

II. Provide Executive Leadership for Human Resources and Staff Engagement
   A. Establish workforce strategy and priorities for staffing models, organizational structure, compensation, and employee engagement in support of Christ Lincoln's mission, vision, and long-term goals.
   B. Provide strategic direction for workforce planning, employee retention, leadership effectiveness, and staff culture to strengthen ministry performance and support ministry needs.

C. Lead employee investigations and oversee complex employee relations matters, ensuring concerns are addressed objectively, confidentially, consistently, and in accordance with Christ Lincoln's policies and applicable legal requirements.
D. Provide executive counsel on significant employee relations matters, organizational changes, compensation decisions, employment risks, and the interpretation and application of human resources policies.
E. Evaluate human resources effectiveness, compliance, and workforce trends to identify organizational risks, inform leadership decisions, and establish priorities for improvement.

III. Provide Strategic Leadership for Communications
A. Establish Christ Lincoln's overall communication strategy and priorities to support its mission, vision, and ministry objectives.
B. Provide executive direction and accountability for the communications function, ensuring its priorities, resources, and initiatives support ministry needs.
C. Ensure consistent messaging and brand alignment across internal and external communication channels.
D. Evaluate communication effectiveness, audience engagement, and emerging ministry needs to guide strategic decisions and resource allocation.
E. Collaborate with the Director of Communication and ministry leaders to coordinate communication priorities and support effective communication across the ministry.

IV. Provide Strategic Oversight of Church Management Systems
A. Establish strategic direction for church management systems and related ministry platforms to support effective operations, informed decision-making, and coordination across ministries.
B. Evaluate system capabilities, integrations, data practices, and ministry needs to identify opportunities to improve efficiency, data integrity, and reporting.
C. Establish expectations for system administration, data security, user access, and information management to ensure accurate, consistent, and confidential handling of ministry information.
D. Guide system improvement priorities, workflow development, reporting capabilities, and user training strategies to promote effective system use.
E. Evaluate the effectiveness of church management systems and their integration with related ministry processes, including communications and calendar management, to ensure they continue to meet ministry needs.

Qualifications

I. Knowledge
A. Microsoft Office, Google Workspace, and relevant financial and administrative systems.
B. Strategic planning, organizational leadership, and resource management.
C. Financial planning, budgeting, forecasting, and reporting.
D. Nonprofit accounting, internal controls, and financial compliance.
E. Human resources, employment practices, and regulatory compliance.
F. Organizational development, employee engagement, and workforce planning.
G. Communication strategy, brand management, and stakeholder relations.
H. Church management systems, data integrity, reporting, and information security.

II. Essential Traits
A. Christ-centered leadership and commitment to speaking well of others.
B. Integrity, confidentiality, and responsible stewardship.
C. Strategic thinking and sound judgment.
D. Ability to inspire, motivate, and hold others accountable.
E. Adaptability and a solutions-oriented mindset.

F. Empathy, compassion, and respect for others.
G. Strong relationship-building and collaboration.
H. Initiative, reliability, and follow-through.
I. Commitment to excellence and continuous improvement.

III. Skills
A. Executive leadership and strategic planning.
B. Financial analysis, budgeting, and forecasting.
C. Risk management and compliance oversight.
D. Human resources and employee relations leadership.
E. Investigation and conflict management.
F. Communication and stakeholder engagement.
G. Systems oversight and process improvement.
H. Problem-solving, prioritization, and decision-making.
I. Team leadership, delegation, and accountability.
J. Written and verbal communication.

IV. Education
A. Bachelor's Degree in accounting, finance, business administration, human resources, organizational leadership, or a related field, or a minimum of six years of relevant professional experience in finance, administration, human resources, or organizational leadership, is required.

Physical Requirements

The ability to adapt to varying workloads and maintain stamina during busy periods. Prolonged sitting and computer use are common, with repetitive motions associated with typing and using a mouse. The ability to move throughout the facility for meetings and collaboration is required. Occasional lifting and carrying of supplies or materials may be necessary. Adequate vision, hearing, manual dexterity, and verbal communication skills are needed to perform essential job functions.

Direct Reports

This position provides leadership, direction, and oversight to the Director of Staff Engagement, Director of Communication, Church Management Systems and Communications Coordinator, and Accounting Coordinators. The Executive Director of Administration & Finance establishes priorities, sets expectations, and ensures these functions operate effectively in support of Christ Lincoln's mission and ministry goals.

What We Believe

The ministry of Christ Lincoln is part of the greatest work we as followers of Jesus can do: Connecting People to Christ and Together Growing in His Word. In our efforts to bring others to find a relationship with Him, we understand we have a great responsibility to those God has entrusted to us. In that, we look to the example set by Christ Jesus himself and are called to live in the world but not of the world.

Christ Lincoln's Living A Godly Life Statement expresses how we believe we are to live based on foundational truths of Scripture. As employees of Christ Lincoln, we are leaders in our community and must align ourselves with these biblical truths. Our lives are a testament to the power of repentance and grace when we fall short and are brought back to our Savior's open arms.

In partnership together, staff must evaluate their personal beliefs against the statements as they are expectations for employees regardless of job title, responsibility level or church membership. We understand all need God's grace. We also believe that God calls our faith to walk in harmony with our actions.

Equal Opportunity Commitment/Americans with Disabilities Act

Christ Lincoln is an equal employment opportunity employer. This policy of equal opportunity and anti-discrimination protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, sex (including pregnancy), disability, national origin, age, marital status, veteran status, or other non-merit factors will be prohibited.

Christ Lincoln will comply with the American with Disabilities Act. The Act protects qualified individuals from the discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

It is Christ Lincoln’s policy not to discriminate against any qualified employee or application with regard to any terms and conditions of employment because of such an individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with Christ Lincoln’s Non-Discrimination Policy, Christ Lincoln will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.

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Employee Name (Printed)

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date