

Recruitment Profile
for

MANAGING DIRECTOR (Interim)

*Finance, Administration, Human Resources,
& Facilities Management*

the
COLLEGIATE CHURCHES
OF NEW YORK
collegiatechurch.org

THE COLLEGIATE CHURCHES OF NEW YORK
NEW YORK, NY

October 2020

LEADERSHIP TRANSITION | EXECUTIVE SEARCH | BOARD ADVISORY

POSITION DESCRIPTION

Title: Managing Director – Interim

Organization: Collegiate Churches of New York, Central Office

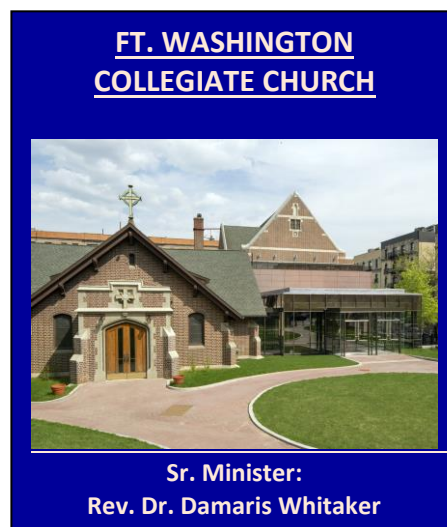
Reports to: Chair of the Collegiate Church Consistory

Location: Midtown, New York City

OVERVIEW

The Collegiate Churches of New York (Collegiate Church) represent the oldest continuously running religious institution in New York. The Collegiate Church system is comprised of five distinct ministries; four congregational ministries located throughout the city – the Fort Washington, Marble, Middle, and West End Collegiate Churches – and a 12-year-old social justice ministry, Intersections International. The five ministries operate quite autonomously in serving the unique needs of their individual members and congregants, but they are all rooted in progressive theology and united in the mission of serving the spiritual and social needs of their communities. The Collegiate Churches are welcoming congregations, serving people of broadly diverse religious backgrounds, race and ethnicity, social and economic status, sexual orientation, and identity.

Collegiate Church is currently seeking a Managing Director to lead and transform the Church's Central Office. As the Church's administrative hub, the Central Office provides shared finance, investment management, human resources, and facilities management services for the five ministries and for the Church as a whole. The Managing Director of the Central Office will work collaboratively with the ministries to ensure delivery of these shared services in support of their work and mission. The Central Office also provides administrative and operational support to all Church-wide governing and leadership bodies.



A faith organization deeply committed to human service and social justice, the Collegiate Church is consistently being called to greater leadership and action on all fronts. This Managing Director will join the Church at a time of significant self-reflection and discernment with the intention of clarifying its 'Five Ministries, One Church' identity and evolving its organizational structures and resource allocations to best support its ministry and mission. The ongoing roles and responsibilities of the Central Office, as well as the scope and description of the Managing Director's position, will be directly informed by the outcome of this work to coalesce a vision for the future. As such, the position is currently envisioned as an interim, transitional leader; likely for a period of 18 to 24 months. Collegiate Church anticipates the need for a permanent Managing Director of a newly structured Central Office after this period. Nothing would preclude the Interim Managing Director from applying for this role.

Governance & Structure

Each Collegiate ministry (including Intersections International) is led by a called Sr. Minister and supported by a group of Deacons and Elders – volunteer lay leaders who make up its local consistory. A Church-wide Consistory, comprised of the roughly 60 Deacons and Elders from all five ministries, is the ultimate governing body of the Collegiate Church. The officers of the Consistory are a President and Vice President (both Sr. Ministers), a Chair and Vice Chair (both lay leaders), and the Managing Director, who also serves as corporate secretary. (The Vice Chair position is currently open.)

MARBLE COLLEGIATE CHURCH



**Sr. Minister:
Rev. Dr. Michael Bos**

An Executive Committee, which includes the Consistory officers above; the five Sr. Ministers; the Chairs of the five local consistories; and the Chairs of the Church's standing Committees – Financial Planning, Investment & Endowment, Audit, Operations, Outreach/ Benevolence and Human Resources (who participate as non-voting members) – is responsible for advancing the ongoing work and operations of the church on behalf of the full Consistory.

In addition to local tithes and other giving, Collegiate Church is blessed to have a substantial and historical endowment. An annual appropriation to each ministry from this central reserve covers a large portion of operating and capital needs. The endowment is currently composed of both liquid and invested assets, including significant real estate investments. Collegiate Asset Management (CAM) is a Collegiate Church subsidiary established to oversee the church's real estate investments – though efforts are well underway to divest them. Ensuring the long-term viability of the endowment in order to sustain the Church well into the future is an immediate strategic imperative.

In addition to CAM, Collegiate Church has several affiliated but separately incorporated 501(c)(3) nonprofit entities; associated with individual ministries and operating at varying levels of organization and

activity.

Affiliation

The Collegiate Church traces its origins to its first worship service in 1628 in a loft above a gristmill in New Amsterdam. Settlers worshipped there until the first church structure was built in 1633. In 1642 the duties became too overwhelming for one person and an assistant was called. The assistant was named a "colleague," hence the name "Collegiate." Dutch in origin, the Church has, since its very first days, been multi-lingual and multi-ethnic. Originally founded as part of the Reformed Church in America, Collegiate Church formalized a relationship with the United Church of Christ (UCC) in 2017 and is now dually affiliated with both the UCC and the RCA. This allows the Church to maintain its historical relationship with the RCA while also honoring its longstanding commitment to LGBTQ people, families, and ministry.

THE POSITION

The Managing Director will assume leadership of the Collegiate Church Central Office and staff with primary responsibility for Church-wide financial, investment, human resource, and facilities management functions. The Central Office team also provide administrative and logistical support to the Consistory and Executive Committee as well as to the Ministries and other standing Committees (as noted above, Financial Planning, Investment & Endowment, Audit, Operations, Outreach/ Benevolence and Human Resources). The Managing Director will also be tasked with implementing policy and strategic direction as determined by the Executive Committee.

This Managing Director is expected to provide administrative oversight and expertise to the Collegiate Church system with a focus on the following priorities:

- Reviewing, implementing, improving, and/or standardizing Church-wide business systems and processes
- Providing leadership to the Church-wide imperative to bring costs in line with revenue, ensuring the long-term sustainability of central investments and reserves
- With the Executive Committee, re-imagining a Central Office structure with a focus on operational excellence and efficiency
- Bringing renewed mission consciousness and connection to the team and work of the Central Office
- Advancing a culture of trust and transparency within the Central Office and among it and the five ministries

REPORTING

The Managing Director will manage a current staff of nine, including human resources, administrative, and accounting teams. The Central Office also engages a CFO consultant on a limited basis and has two part-time employees in property management and archivist roles. The Managing Director will report to the Chair of the Collegiate Church Consistory.

RESPONSIBILITIES

Operations/Administration

- Provide organizational leadership and direction to the Central Office including maintaining clear lines of accountability and reporting
- With Admin team, provide administrative and logistical support for the Executive Committee, Consistory, and standing Committee meetings, including preparation of agendas, coordination of meetings and schedules, interfacing and facilitating information transfer among various Committees, and development & distribution of financial and other reports
- Improve and/or standardize business processes, systems, and procedures to improve efficiency and reduce costs
- Develop collaborative and supportive relationships with the five ministries and work to advance a clear and open communication strategy
- Prepare, secure approval for, and implement clear policies and procedures
- Ensure the Central Office is mission- and values-aligned with the work of the ministries
- Support the work of the Outreach/Benevolence Committee
- Work with the Executive Committee, Consistory, and other advisors/consultants in exploring and evaluating alternative organizational structures for Collegiate Church

Financial & Investment Management

- Provide leadership to all financial operations, strategy, and staff
- Drive and continue to improve processes for developing a Church-wide budget
- Implement and manage the organizational budget in collaboration with the Executive Committee
- Explore, recommend, and assist in the implementation of ongoing efforts to control costs and align expenditures with revenue to avoid drawing on investment funds
- Support the work of the Financial Planning, Investment & Endowment, and Audit Committees, including providing transparent and timely financial information, reports, and forecasts
- With the Investment and Endowment Committee, steward central investments and reserves to optimize performance in a manner consistent with Collegiate Church's social, racial, and climate justice values

Human Resources:

- Support the Human Resources Committee in its work to implement a uniform, system-wide performance evaluation process for all Central Office and Ministry staff (including Senior Ministers)
- Support the Human Resources Committee in its work to develop and recommend equitable compensation and benefits policy packages for all Senior Ministers and Collegiate staff (including housing benefits for the Senior Ministers)
- Guide the VP/CHRO in an evaluation and review of system-wide benefits (medical and dental, retirement, paid leave, vacation sick days, etc.)
- Guide the VP/CHRO and Controller in evaluating, streamlining, and standardizing payroll processing procedures across ministries

MIDDLE COLLEGIATE CHURCH



**Sr. Minister:
Rev. Dr. Jacqui Lewis**

WEST END COLLEGIATE CHURCH



**Sr. Minister:
Rev. William Critzman**

Facilities:

- Provide leadership to the ongoing care and maintenance of four historic buildings (Sacred Properties) and related parsonages, including maintenance and capital expenditures
- Manage and direct the Property Management team in the care of all sacred and investment properties
- Support the operation of CAM with respect to property management, including all owned and leased properties
- Support the work of the Operations Committee

[NOTE: While no single candidate is likely to have equal command of all areas listed above, successful candidates will possess a compelling combination of strengths in many of them and the self-awareness and maturity to leverage existing expertise in the area(s) where they lack personal mastery.]

CANDIDATE PROFILE

The new Managing Director will be an experienced, mission-driven professional with exceptional emotional intelligence and interpersonal skills. This person will be an accomplished leader and administrator with deep expertise in finance, operations, and administrative functions. Successful candidates will bring experience with organizational change, including developing and improving enterprise-wide business processes, policies, and structures. They will also demonstrate an inclusive and transparent management style and be both comfortable and effective operating in a complex system with a distributed leadership model.

Required Skills and Experience:

- Demonstrated senior leadership experience with a successful track record of managing complex/multi-departmental organizations
- Proven ability to work successfully with diverse management teams, including executive leadership who are women, people of color and/or LGBTQ identified
- Significant management experience as the leader of finance, operations, and administration teams and departments
- Successful track record of organizational development, change management, and/or system transformation
- Experience building and managing complex budgets, as well as facilitating sound, financially driven policy and decision making
- Demonstrated ability to develop and implement strategic business, finance, and operations plans that will maintain a financially stable and sustainable organization
- Experience working collaboratively and transparently with a nonprofit Board of Directors (or similar volunteer leadership groups)
- Impeccable organizational skills with the ability think and act strategically as well as tactically
- Exceptional written, oral, and electronic communications skills

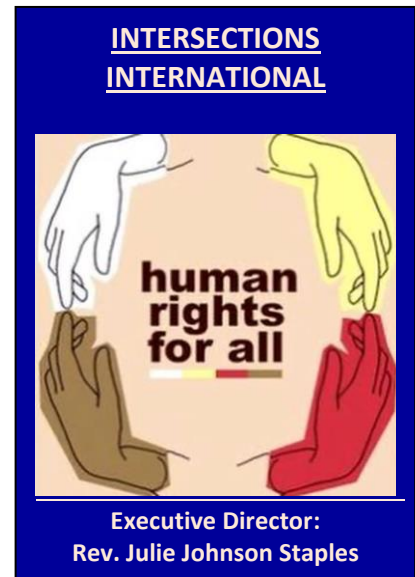
Desired Skills and Experience

- Experience in a faith organization or with communities of faith
- Previous interim/transitional leadership experience
- Strong command of investment principles
- Knowledge and oversight of technology systems and tools

Personal Characteristics

- Strong presence with the ability to interact effectively with a variety of groups
- Change agent with diplomacy and tact; neither fears nor foments conflict
- Unimpeachable ethics and integrity

- Active listener who seeks and implements feedback from all constituencies
- Capable multi-tasker who can manage multiple projects and deadlines without losing sight of the big picture
- Willingness to genuinely encourage and facilitate dialogue around challenging issues
- Sense of ownership and ability to motivate and inspire others to action
- Ability to work effectively across lines of faith, race, ethnicity, socio-economic status, sexual orientations, and gender identities/expressions



TO APPLY:

Inquiries, nominations, or applications (including a cover letter and resume) should be directed electronically and in confidence, to search@kevinchasesearch.com. We are pleased to answer any questions or supply further information.

Kevin Chase Executive Search Group has been exclusively retained to lead this recruitment effort on behalf of the Collegiate Churches of New York. Collegiate Churches is an equal opportunity employer; a diverse workforce and inclusive culture are core values. Collegiate Churches *and* Kevin Chase Executive Search Group encourages applications from all qualified individuals without regard to race, ethnicity, gender, sexual orientation, gender identity/expression, national origin, marital status, disability, or veteran status.

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All inquiries or referrals will be held in strict confidence.

Please note that all education, dates of employment, compensation and other information provided will be verified prior to an offer of employment.