

Fraser Keating Associates, LLC

POSITION SPECIFICATION

POSITION	Executive Director/Chief Executive Officer
ORGANIZATION	The Ministers and Missionaries Benefit Board of The American Baptist Churches
LOCATION	New York, New York
WEBSITE	www.mmbb.org
POSITION SUMMARY	<p>The Executive Director/Chief Executive Officer (“ED/CEO”) of The Ministers and Missionaries Benefit Board of The American Baptist Churches (“MMBB”) is responsible for directing the work of MMBB, administering its benefit plans and services, managing its assets, and providing leadership to the Board of Managers (“Board”) on policies and strategies to fulfill MMBB’s mission. The ED/CEO also serves as one of the National Secretaries of the American Baptist Churches USA (“ABCUSA”) and represents MMBB on the Board of General Ministries and the General Executive Council, and participates in establishing policies for the ABCUSA.</p>

The next ED/CEO will inherit an organization with a 100-year heritage, strong board and management team, solid financial position, and a new growth strategy. With the support of a committed Board, the new ED/CEO will lead the evolution of the organization, capitalizing on opportunities in an increasingly competitive pension and benefits landscape, while maintaining focus on the mission “to promote interest in the better maintenance of the ministry.”

COMPANY INFORMATION	<p>Founded in 1911 and headquartered in New York City, MMBB is a financial services organization, driven by Christian values to provide employee benefit solutions to faith-based employees. With approximately \$2.5 billion in assets, MMBB offers investment, retirement and insurance benefits to meet the needs of church workers, both ordained and lay. A pioneer in employee benefits, this not-for-profit Christian organization serves churches and faith-based organizations, providing pension and insurance benefits to ensure financial security and protection. MMBB serves 17,000 members across a wide range of denominations and congregationally organized churches. Sustained by three values – generosity, justice and passion, MMBB is guided by the mandate to ensure a sound financial base for the ministry. MMBB has approximately 75 employees.</p>
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The MMBB retirement plans are available to every employee of an eligible employer, whether ordained or lay, full-time or part-time. Churches that are congregational or independent, including all Baptist churches and most evangelical and Pentecostal churches, are eligible to participate in MMBB’s benefit plans. Institutions related to these churches, such as schools, community organizations, hospitals and nursing homes, are also eligible. MMBB’s tag line is “Real Planning. Real Solutions. That’s our calling.”

Specifically, MMBB administers retirement plans, which include 403(b) exempt retirement plans, an employer funded tax-deferred annuity plan, an employee funded annuity supplement plan, and a deductible employee contribution account. Members can diversify their investments through the Balanced Fund or develop a customized portfolio by investing in MMBB’s other investment funds. MMBB also offers life

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and disability insurance, and medical/dental plans.

REPORTING RELATIONSHIPS

The ED/CEO will report directly to the Board. Under the current structure, the ED/CEO's direct reports are the Deputy Executive Director and Chief Financial/Treasurer; Chief Investment Officer; Chief Operating Officer; Director of Service; Director of Outreach and Marketing; Director of Human Capital Management; and Associate Executive Director.

RESPONSIBILITIES

The ED/CEO is responsible for the overall direction of MMBB consistent with its mission. This executive will provide leadership in establishing short-term and long-term objectives, strategies, policies and plans, subject to the approval of the Board. The ED/CEO also serves as National Secretary of the ABCUSA, and participates in establishing policies for ABCUSA. Specific responsibilities of the ED/CEO will include, but not be limited to, the following:

Vision and Strategy

- Work with the Board to develop, communicate, and implement a vision and strategy with measurable goals in terms of growth in assets, profitability, and plan participants, balancing the realities of business with the mission and needs of the ABCUSA and other denominations, its clergy and lay workers.

Communication

- Translate and interpret MMBB's mission, strategy, issues and other important information regarding the organization to the Board, the ABCUSA, employees, members/employers, and a broad range of constituencies.

Leadership

- Provide exemplary, innovative and inspired executive leadership for MMBB as an essential ministry of ABCUSA and other denominations and organizations that MMBB serves.
- Oversee an effective benefits organization focused on operational efficiencies that enhance growth opportunities and member/employer services.
- Work with the Board in overseeing board development, governance and education.

Management

- Formulate and implement MMBB's strategic initiatives to capitalize on market opportunities and to achieve optimum participation in the benefit plans.
- Ensure the strong financial health of MMBB, which will provide necessary funds for beneficiaries, for continued service delivery, and for future growth.
- Strive for outstanding investment performance and provide stewardship of MMBB's resources.
- Provide leadership in managing the increasing diversity of MMBB's operations, of the affiliate members, and of the workforce as MMBB grows and expands.

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- Implement organizational changes as necessary to meet the organization's goals. Recruit, develop and motivate senior managers to ensure depth and diversity of management to meet present and future needs, including succession planning.
- Work to improve overall quality, member/employer service, delivery and efficiency throughout the organization for its products and services. Ensure its plan design and products are competitive.
- Enhance the visibility and reputation of MMBB and its identity, products and services through effective communication and marketing initiatives.

CANDIDATE EXPERIENCE

The ED/CEO should possess the following qualifications:

- Broad executive management background in financial services or employee benefit plans. Success as a senior leader in managing and growing an organization.
- Experience leading highly effective service businesses, coupled with an understanding of the complexities of a service business paradigm.
- Expertise in management of a complex organization with multiple lines of activities and a diverse customer base and constituency.
- A proven track record of achieving organizational goals while maintaining a focus on financial accountability.
- Proven ability to function effectively as a change leader in an environment facing rapid change and increased competition.
- A demonstrated understanding of how technology can be used to maximize business opportunities, to enhance relationships, and to improve operating processes.
- Experience in financial markets and a working knowledge of investment principles and strategies as well as pension fund management.
- Expertise in developing a high level professional staff in a collaborative culture.
- Successful experience working closely and building relationships with a Board and assisting the Board in carrying out its responsibilities effectively.

PERSONAL CHARACTERISTICS

The ED/CEO should possess the following personal characteristic

- Understanding and appreciation of the value of a faith based, not-for-profit organization.
- Drive for excellence to continually improve the quality of services delivered.
- Ability to lead and represent the organization in a clear and compelling manner that is expressive of MMBB values.

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- Ability to hold the mission and success of the organization ahead of personal recognition.
- Diplomacy, political savvy; engenders confidence and credibility with diverse constituents.
- Someone who personifies the vision and culture of the organization; a person with a sense of humor.
- Compassionate and caring; a person who has a strong spiritual base.
- Innovative, imaginative, and creative; someone who can quickly assess a situation, identify problems; and develop solutions.
- Highly energetic with mental stamina to keep up with the demands of the job; intellectually curious.
- Capable of getting work done through others; knows how to delegate and can get the most and best out of his/her team; sets and communicates goals; measures accomplishments, holds people accountable and provides useful feedback.
- Ability to inspire others to perform at a higher level; builds motivated, diverse, high performing teams; understands what motivates different people.
- A person of high character; acts in accordance with a clear and visible set of values and beliefs.

RELIGIOUS AFFILIATION

It is strongly preferred that the successful candidate be an American Baptist. The candidate must be committed to acquiring a thorough knowledge of The American Baptist Churches USA, including its governance, organization, culture, worship, and mission. Additionally, the successful candidate will have demonstrated his/her personal faith through involvement in the Church and its extended ministries.

EDUCATION

An undergraduate college degree is required; an advanced degree is required.

COMPENSATION

An attractive compensation package will be provided including a competitive base salary and a bonus incentive plan.

CONTACTS

Interested candidates should submit their qualifications to Anne F. Keating no later than December 7, 2012:

Anne F. Keating
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