



National Association of Congregational  
Christian Churches  
Oak Creek, Wisconsin

## DIRECTOR OF PROGRAMS

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The National Association of Congregational Christian Churches (NACCC) is a non-profit organization comprising 300 diverse Congregational churches throughout the United States. The NACCC supports its membership by providing resources and fellowship opportunities, encouraging connectivity through the exchange of ideas and practices. In the spirit of Congregationalism, the NACCC works to serve humanity, supporting global missions.

NACCC is looking for a **DIRECTOR OF PROGRAMS** who will report to the Executive Director. The role is based out of the Oak Creek, Wisconsin location.

The Director of Programs will provide leadership, vision, and strategic oversight for a portfolio of programs to promote the growth and strength of the NACCC organization. Additional duties include being responsive to the needs of individual churches amid various transitions, and increasing church effectiveness and faith formation in local communities.

### Essential Job Functions:

Act as lead staff person for the Growth and Vitality Ministry Councils in the development and implementation of program components and services.

- Promote organizational goals and ensure that programs/content/initiatives establish benchmarks for success.
- Assist and support individual churches with effective change management strategies involving leadership transitions, event planning, conflict resolution, membership concerns and/or budgetary constraints.
- Organize and implement educational/collegial events for clergy, lay leaders, and congregations including convocations, interim ministry training, healthy boundaries, safe church, and stewardship/philanthropy.
- Oversee various responsibilities of the...

#### Vitality Ministry Council:

- Administration of the Congregational Foundation for Theological Studies, an academic fellowship program for MDiv students preparing for ordination/ministry in NACCC churches.
- Oversee the Lay Ministry Training Program by collaborating with editorial boards to develop and implement curriculum.
- Steward the promotion and review of grant and scholarship applications.

#### Growth Ministry Council:

- Nurture local church ministries and develop spiritual growth experiences.
- Provide leadership for the NACCC-wide youth programs.
- Demonstrate and support effective use of technology in local churches.
- Budget management across multiple programs, events, and grants.
- Initiate partnerships and coordinate collaborative efforts within programs, across the organization, and through strategic alliances for positive program development.
- Promote and uphold an inclusive, diverse culture within the Association respectfully interacting with people of various backgrounds.
- Provide additional support to projects, initiatives, and staff as necessary.

## **Knowledge, Skills and Abilities:**

- Knowledge of program management (preferably within a non-profit) including the development, execution, and guidance of strategic approaches to multiple related projects.
- Excellent interpersonal and leadership skills to:
  - Lead the training/instruction of staff and volunteers across multiple programs and events.
  - Build, cultivate, and sustain collaborative partnerships within the NACCC staff, congregations, clergy, stakeholders, community, and affiliated organizations.
  - Establish and nurture a positive work environment motivating multiple, diverse groups to collaborate successfully towards achievement of shared goals and objectives.
- Experience designing and implementing multiple events (of various size and location) to strengthen programs and overall spiritual and social formation.
- Effective communication skills – verbal and written.
- Experience with budget management (involving more than one program) to ensure that operational costs adhere to approved guidelines.
- Successful candidate will be a self-reliant, highly organized professional with proven abilities to oversee multiple programs, large-scale events, and apply strong skills in time management, budget adherence, problem resolution and operational efficiency demonstrating a commitment to the support of the NACCC's mission.

## **Experience and Qualifications:**

- Master's degree in education or theology preferred.
- Experience (6- 8 years) within a religious, educational, or non-profit administration arena.
- Proven ability to successfully lead teams and initiatives, and collaborate effectively across multiple groups.
- Knowledge and support of the NACCC or a mainline Protestant tradition with an understanding of local church dynamics and religious educational programs.
- Experience in the organization and facilitation of events is required.

## **Work/Physical Requirements:**

- Ability to speak publicly in support of the NACCC's mission.
- In-person attendance is required on Monday through Thursday; work from home on Friday.
- Must be able to travel (10-20%) out of town using private, rental, and/or public transportation.
- Ability to operate standard office equipment (computer, printer, phone, calculator); remain in a stationary position more than 50% of the day; regularly move about office to access files, office machinery, etc.
- This is a full-time, exempt-salaried position. Evaluation and compensation will be reviewed annually by the Executive Director in consultation with the Personnel and Administration Committee. The NACCC supports a small, close-knit staff, is attentive to work/life balance and offers a competitive benefits package.

## **Salary:**

Commensurate with experience; \$75,000 - \$85,000.

NACCC is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability, genetic factors, military/veteran status or other characteristics protected by law.

This position description is subject to change at any time.

To apply: Email cover letter and resume to [director@nacc.org](mailto:director@nacc.org). Review of applications will begin immediately. Applications will be accepted until position is filled.