

Office Manager – Church of Christ Development Company

This executive search is conducted by Nelson/Kraft & Associates on behalf of Church of Christ Development Company

EXECUTIVE SUMMARY

Church of Christ Development Company (CCDC) is searching for a relational administrative leader with business acumen to join their team as Office Manager.

The Office Manager reports to the CCDC Board of Directors and leads an office team consisting of the Senior Loans Consultant, Loans Consultant, Accounts Administrator and Technical Assistant. The role of the Office Manager is to implement the strategic plan, measure and drive progress towards goal attainment, manage adherence to established procedures and to provide leadership for the daily efficient operations of CCDC.

CCDC's strategic plan outlines the direction and objectives of the organization over the next five years, spanning from 2025 to 2030, focusing on their mission to provide financial support to Canadian churches who align with their beliefs of promoting the Gospel. Under the leadership of the Office Manager, the organization will deepen their impact on the approved affiliations they serve by driving growth through expanded partnerships and funding opportunities, increasing their loan portfolio, increasing brand awareness and credibility and enhancing organizational efficiency. The Office Manager will help further develop CCDC as a trusted leader as a lender, ensuring that they continue to deliver meaningful and measurable outcomes.

The Office Manager will provide essential administration, enhancing operational efficiency and enabling the management team to focus on strategic marketing priorities. This role will ultimately contribute to a more efficient, focused and productive organizational environment. The Office Manager will oversee key communications with applicants and assist from time to time with loan applications and loan consultations.

If you are a seasoned manager of people with an administrative background and a team player attitude, and are fully aligned with the objectives of CCDC, we would love to hear from you!

OUR STORY

At Church of Christ Development Company Ltd. (CCDC), we provide low-interest capital loans to congregational churches from several affiliations in Canada that fit with our Bible based Statement of Beliefs and Practices. Through donations, conservative stewardship and the blessings of Malachi 3:10, our starting fund of \$4,000 has since grown to the point where CCDC has been able to provide low to medium-sized loans. not only to our base affiliation but also to other affiliations; all without any outside funding source.

CCDC was founded in 1957. In the beginning, we only offered our loans to Christian churches, and more specifically, Church of Christ congregations. Starting in 2013, we began our ecumenical expansion to new affiliations. It is our goal to partner with other aligned churches in the future. Our heart is to finance churches who align with our goals and values to help build the Kingdom. With the goal of spreading the Gospel message, CCDC looks forward to having many more new and exciting opportunities for church building and development in Canada.

CORE COMPETENCIES

- Collaborative with a faith-based, servant leadership style.
- Humble and authentic.
- Leadership development, mentoring and coaching skills.
- Delegation and proactive monitoring skills.
- Administration skills.
- Change management and decision-making skills.
- Goal and process oriented.
- Business acumen and professionalism.
- Networking and relationship building skills.
- Emotional intelligence and active listening skills (seeks to understand).
- Excellent verbal and written communication skills.
- Conflict resolution, critical thinking and problem-solving abilities.
- Client focused and relational.
- Analytical skills including planning, organizing and prioritizing abilities.
- Accountability and dependability.
- Financial management and budgeting skills.
- Strong computer skills.

QUALIFICATIONS

- Demonstrated maturity in Christian character and a biblical world view. Experience in church or Christian organizational leadership.
- Aligned and in agreement with the Statement of Beliefs and Practices of CCDC.
- A passion for and genuine interest in the mandate of CCDC to promote the gospel of Jesus Christ by providing low-interest capital loans to congregationally governed churches in Canada.
- 10+ years of progressive leadership/management experience. Previous not-for-profit sector experience in a related field is preferred.
- University degree in a relevant field such as business, commerce or administration.
- Previous experience in banking, finance and/or lending is an asset.
- Previous experience in the implementation of a strategic plan and the achievement of goals and objectives is an asset.
- Financial management and budgeting experience with a similarly sized organization.
- Able to travel for loan consultations and conferences to represent CCDC in the field.

- Able to work with a President, executive committee and board to achieve goals consistently. Able to accept coaching as needed.
- Experience with and interest in the administration of policies and procedures.
- Efficiency motivated, organized and a good steward of resources.
- Demonstrated experience with multi-tasking and managing several projects at one time
- Able to communicate at a highly professional level to act as an ambassador of CCDC.

Location: Edmonton, AB

Application Deadline: March 21, 2025

Start Date: TBD

APPLY online at nelsonandkraft.com/jobs with your cover letter and resume. You must be eligible to work in Canada.

ABOUT US

[Nelson/Kraft & Associates Inc.](#) is an executive consulting firm that specializes in working with not-for-profits and for-profit businesses across Canada, assisting them in the placement of senior executives and directors.

Nelson/Kraft & Associates Inc. welcomes and encourages all interested applicants to apply for this position. Nelson/Kraft & Associates Inc. is committed to the principles of diversity and inclusion in its hiring practices, and will only make distinctions among interested applicants in accordance with the applicable Human Rights legislation.

Nelson/Kraft & Associates Inc. also welcomes and encourages applications from candidates with disabilities. Accommodations are available on request for candidates taking part in the selection process. If you require disability-related accommodation during the recruitment process, please contact us.