

Position Available: Director of Finance

Atlantic Northeast District-Church of the Brethren

Part-Time Position: 15 hours per week

The Atlantic Northeast District is seeking a qualified candidate for the position of Director of Finance. This role offers an excellent opportunity to contribute to the financial stewardship and ministry operations of our district.

Key Responsibilities

Financial Planning & Oversight

- Collaborate with the Treasurer and Stewardship Commission to develop the annual Ministry Investment Plan
- Track and analyze District financial statistics
- Conduct annual District financial reviews and quarterly staff ledger reviews
- Oversee annual review of special funds

Investment & Fund Management

- Work with Eder Financial to oversee investments and investment fund policies
- Serve on multiple Fund Committees including Barnabas, Seeds of Faith, Facilities Assistance Fund, and Helping Hands Benevolence Fund
- Serve as Staff Liaison to Germantown Trust Board and Bucher Meeting House Committee

Strategic Support

- Partner with the District Stewardship Commission on various initiatives
- Assist District Executive with legal matters related to District and Congregational properties
- Support Leadership Development with Stewardship Education programs

Meeting Commitments

Regular participation in Stewardship Commission meetings, Fund Committee meetings, Germantown Trust Board, District Board, District Conference, and other meetings as needed.

Additional Opportunities

District staff members may represent the district at ministry functions and serve on various ministry- related subcommittees, providing opportunities for broader engagement and professional development.

To Apply: Qualified candidates are invited to send a cover letter with a resume to The Atlantic Northeast District Office at pkontra@ane-cob.org