

PRESBYTERIAN CHURCH (U.S.A.)



THE OPPORTUNITIES

The Presbyterian Church (U.S.A.) has several openings for which we are seeking qualified candidates looking for a call working at the national level. The positions include:

▪ **Chief Financial Officer/Chief Operating officer**

(Presbyterian Church (U.S.A.), A Corporation and the Administrative Services Group)

Provides financial leadership to the A Corporation and to the General Assembly, and provides operational leadership for information technology, building services, and other support services. The CFO/COO drives a culture of accountability and exceptional client service by providing clear, concise financial information that supports client partners and the General Assembly. This position works autonomously and under minimal supervision from the President and directly supervises the Controller's Office, Accounts Payable, Treasury, Risk Management, Information Technology, Building Services, Distribution Services, and Mail/Print.

▪ **Deputy Executive Director Presbyterian Mission Agency**

(Presbyterian Mission Agency)

Will work in close collaboration with the ED to set the organizational direction and priorities of the PMA by providing strategic leadership, operational management, and communication of the agency's programmatic work. To ensure effective oversight of the Matthew 25 vision, the DED will align senior staff to the strategic priorities, deepen connectivity between the strategic priorities and day to day operations, and build strong partnerships with Administrative Services Group (ASG) leaders regarding finance, accounting and human resources matters.

▪ **Director of Development**

(Presbyterian Historical Society, Philadelphia, PA)

This position will lead the development program of the Presbyterian Historical Society located in Philadelphia, PA. Oversees execution of annual fundraising plan; cultivates and steward major donors; secures planned gifts; assists with identifying, applying for, and execution of grants; contributes to PHS communications and marketing strategy and execution; works with PC(USA) partners at all levels of the church to enhance knowledge of and appreciation for the mission and programs of PHS and build financial support.

▪ **Vice President of Publishing**

(Presbyterian Publishing Corporation)

As a member of the executive staff of PPC, the Vice President of Publishing works in partnership with the President and Publisher and the Editor-in-Chief to define a strategic vision for the acquisition of high-quality books for the three main segments of WJK's market: academic, clergy/professional, and general reader. The VP oversees an editorial team that carries out list development and acquisitions as well as a production department that takes books and curriculum from manuscript to completed project. The ideal candidate will have both editorial acumen and business sensibilities, along with experience with the religious, academic, or trade book markets. In addition to being the public face of the WJK program, the Vice President of Publishing will represent the Press at conferences and meetings related to the Presbyterian Church (U.S.A.).

▪ **Internal Communications Specialist**

(Administrative Services Group)

Will work as part of the Human Resources team by providing proactive employee communications support; Develop and implement comprehensive communication plans, create resources and materials for the Presbyterian Church (U.S.A.), A Corporation and the Administrative Services Group.

▪ **Legal Office Administrator**

(Administrative Services Group)

Responsible for the overall office management and support administration for the Legal Services office. Serves as the project manager for projects assigned by the General Counsel, monitoring progress and deadlines of the project.

▪ **Gift Processing Clerk**

(Mission Engagement & Support)

Processes gifts allocated to PMA; provide administrative support and other funds development related duties.

We invite interested candidates to submit their resume and apply online by going to our website at www.pcusa.org/jobs and click "Search for Employment Opportunities".

Candidates from Presbyterian communities in the global south and other historic Presbyterian Communities of Color, preferably with theological training and fluency in languages other than English, are encouraged to apply.

"The Presbyterian Church (U.S.A.) is an Equal Opportunity Employer."