



Mission Development Certificate and Loan Program **EXECUTIVE DIRECTOR** *Position Announcement*



About the Program

The Mission Development Certificate and Loan Program (MDCP) serves Presbyterian congregations in the Pacific Northwest and Alaska by making loans for new construction, remodeling, or other building improvements. Loans are funded by the investments of individual members, churches, Presbyteries, and related entities in the region. For more than 70 years, MDCP has carried out its mission to support the development of congregations and the life of the church by approving loans through the faithful investment and support from the entire Presbyterian community. For more information about MDCP, visit www.mdcnw.org.



About the Position

This position presents a rare opportunity to apply your leadership skills, management expertise, and financial acumen to direct a church extension fund throughout the Pacific Northwest and Alaska. The Board of Directors is seeking a new Executive Director to coordinate and supervise all aspects of the MDCP investor savings certificate and church loan program. MDCP is in a healthy financial position and is poised to grow and expand. The next Executive Director will have a significant opportunity to develop strategies and implement new initiatives, while serving as the primary steward and spokesperson for the program. The MDCP office is located in Burien, Washington. This is the Executive Director's primary work location, though remote work, flexible hours, and travel are all necessary to carry out the duties of the position.

Responsibilities and Essential Duties:

1. In coordination with the MDCP Board, develop, implement, and maintain a strategic plan for the organization consistent with the mission and goals of the MDCP.
2. Direct marketing activities aligned with strategic plan and designed to meet financial goals set by management and board.
3. Responsible for financial performance of the organization. In consultation with the Board, establish annual and long-term financial goals and annual budgets. Monitor and update key results criteria to assess ongoing financial performance and conditions.
4. Protect the integrity and reputation of the organization among its investors, borrowers, other financial institutions, state regulatory agencies, the MDCP, and all other related parties.
5. Develop and implement investment strategies consistent with MDCP financial goals,



surplus funds availability and forecasted needs.

6. Develop and lead the lending and underwriting functions of the organization. Establish, in consultation with the Board, credit policy and loan approval system and recommend changes when appropriate. Responsible for the underwriting process and management of loan recommendations through the loan approval process.
7. Develop loan products that address borrowers' needs. Carry out business development processes to generate loans and address opportunities related to traditional or emerging financing needs.
8. Actively monitor the status of outstanding loans. Interact with borrowers to maintain positive working relationships. Initiate
9. actions to address delinquent or defaulting loans as needed.
9. Develop investment products that address investors' needs. Solicit investments and maintain licenses to sell MDCP securities in states where it is required.
10. Provide leadership, management, and mentoring to staff members. Manage and mentor employees to assist them in maximizing personal potential and achieving career goals. Carry out hiring, performance management, compensation and other human resources matters for MDCP staff.
11. Participate and/or oversee, with MDCP staff, operational processes and procedures to maximize efficiency and provide exceptional customer service.





Essential Qualifications

- Commitment to the faith-based mission and vision of the MDCP.
- Creative and critical thinker able to develop and share ideas and implement them into actions for positive change.
- Ability to make effective presentations both in-person and through effective use of technology.
- Ability to analyze and interpret financial statements and supporting documents.
- Ability to multi-task with varied responsibilities and with limited staff while paying attention to detail and accuracy.

Preferred Qualifications

- Knowledge of denominational polity, governance, structure, and operations for the Presbyterian Church (U.S.A.).
- Bachelor's degree in Finance, Accounting, or related field.
- Experience in financial management, lending, and credit analysis.
- Ability to travel.

12. Responsible for the compliance and legal requirements of the Program.
13. Oversee the preparation of the MDCP Offering Circular and Annual Reports to the Board.
14. Maintain a system of internal controls, financial reporting, and independent audit practices.
15. Represent the MDCP and promote the organization at regional (presbytery) and denomination-wide events and in ecumenical settings as appropriate or requested.



Application Process

This search will remain open until filled. Applicants should submit their application materials as early as possible.

For questions about the program, the position, or the application process, please call Dean Mielke at (206) 971-4603 or email searchcommittee@mdcprogram.org.

To apply, send your resume and cover letter to searchcommittee@mdcprogram.org.



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