

NAE Financial Health Program Manager Job Description

The Financial Health Program Manager is a part-time position (20 hours per week). The Program Manager manages the NAE participation in the Lilly Endowment Initiative to Address Economic Challenges Facing Pastoral Leaders.

Qualifications and responsibilities include, but are not limited to the following:

Qualifications

- Personal faith in Jesus Christ as Savior and Lord
- Agreement to and affirmation of the NAE Statement of Faith (available at NAE.net)
- Member of the National Association of Evangelicals (can join upon hiring)
- Regular attendance at an evangelical church
- Affirmation and articulation of NAE policies, priorities and positions in writing and speech
- Knowledge of evangelical beliefs, churches, denominations and organizations
- Proficient in use of Microsoft applications (Word, Excel and PowerPoint)
- Strong organizational and interpersonal skills
- Understanding of fundamental financial management practices (personal and organizational)
- Minimum of 3 years of work experience required
- Baccalaureate degree required
- Preferred skills/experience include project management, communications/marketing/PR, website maintenance, grant management
- Capability and experience to fulfill responsibilities listed

Responsibilities

- Work closely with the NAE team to understand the NAE Financial Health program in order to enhance the overall success of the program
- Analyze the NAE Financial Health program efforts, catalog program resources, and make recommendations for efficiencies and improvements
- Maintain regular communication with coordinating staff for the Lilly National Initiative to Address Economic Challenges Facing Pastoral Leaders
- Coordinate, prepare and submit grant reports and proposals to the Lilly Endowment
- Ensure that the NAE is fulfilling commitments outlined in Lilly Endowment grant agreements
- Update, create, edit and maintain internal and external project documents
- Work with PR firm and NAE team to create, implement and report on project marketing and PR (including press releases, publication articles, radio/tv/podcast interviews, social media, etc.)
- Manage media relationships and press requests in partnership with PR firm and NAE staff
- Manage the production, editing and maintenance of existing or new Financial Health and Bless Your Pastor videos and training courses
- Collaborate with Program Coordinator to ensure that email and phone requests are addressed

- Travel on behalf of NAE Financial Health as needed
- Other responsibilities as assigned

Relationships

- The Financial Health Project Manager reports to the Vice President & Chief Operating Officer
- The Financial Health Project Manager supervises the Financial Health Coordinator
- The Financial Health Project Manager coordinates with other NAE staff, including the Financial Health Spokesperson and Communications Director

The NAE is based in Washington, D.C., but remote work opportunities may be considered. Interested individuals should send a resume, cover letter and references to Search@NAE.net.

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