

Job Description: Co-Director

Ministry of Money, a non-profit organization established in 1975 in the tradition of the Church of the Saviour in Washington, DC, announces an opening for a Co-Director position at its office in Germantown, MD (suburban DC). To live out its commitment to alternative and non-hierarchical structures, Ministry of Money has made the decision to move to a shared leadership model with two Co-Directors. One of the Co-Director positions has been filled.

The Ministry of Money provides opportunities for fellow pilgrims to wrestle through to an authentically Christian perspective on money by seeking to foster growth in discipleship, deepen a sense of compassion, and recover the global reach of Christian stewardship. Our major programmatic thrusts are weekend and shorter retreats, pilgrimages of reverse mission to the developing world, and quarterly publications.

Basic Function: The Co-Directors have day-to-day responsibility for all aspects of the Ministry of Money and are accountable to the Board of Directors. Listed below are the functions to be shared by the Co-Directors. The tasks will be allocated based on the two Co-Directors' specific passions, skills and interests.

1. • **Leadership.** The Co-Directors provide leadership, direction, and vision for the organization. They also communicate that vision to the public, Ministry of Money supporters, and the staff, in conjunction with the board of directors.
2. • **Staff Oversight.** The Co-Directors provide overall direction to the staff including staff development and training, up-to-date job descriptions, job performance evaluations, personnel policies, and hiring and firing.
3. • **Planning.** The Co-Directors assume a key leadership role in developing strategic and operational plans and the budget.
4. • **Programs.** The Co-Directors assure that all Ministry of Money programs are accomplishing their goals by giving appropriate guidance and direction to the main program areas (retreats and pilgrimages), maintaining contact with Ministry of Money alumni, and identifying new program opportunities.
5. • **Communications.** The Co-Directors are the primary representatives of Ministry of Money to its supporters and the public through quarterly Newsletters and E-zines, as speakers and writers in various forums, and in building relationships with the constituency and other interested parties.
6. • **Fiscal Affairs.** The Co-Directors have primary responsibility over the fiscal affairs of Ministry of Money.
7. • **Fund Raising.** The Co-Directors have primary responsibility for the raising of operational funds.
8. • **Board.** The Co-Directors maintain effective communications with and report to the Board of Directors, and are responsible for preparation for and follow-up to all board meetings.

Qualified applicants must have the ability to work in a shared leadership/team environment, as well as possess administrative, analytic and interpersonal skills; have strong writing and oral communication skills, including public speaking experience; be theologically and politically informed; and share a deep commitment to economic justice issues.

The salary is negotiable and benefits include comprehensive health care, pension contributions, and paid vacations. Send cover letter and resumé or nominations to: Search Committee, Ministry of Money, 11315 Neelsville Church Rd., Germantown, MD 20876; or by email to office@ministryofmoney.org. Electronic submission is preferred but not required.