

**American Baptist Home Mission Societies (ABHMS) www.abhms.org
Is Searching for a Director of Investments**

Why does ABHMS seek an Director of Investments?

ABHMS needs a qualified individual to provide oversight to all investment operations. These include the implementation of investment policies and guidelines for the Common Investment fund (a pooled investment vehicle), financial reporting and analysis, investment monitoring and technology platforms, and the execution of Socially Responsible Investing Guidelines. The Director of Investments is also instrumental in optimizing relationships with investment consultants, custodians and bankers. In addition to initiating appropriate strategies to enhance ABHMS' cash positions and ensure the availability of funds. The Director of Investments also coordinates the preparation of annual financial statements, tax returns and is the primary liaison to external auditors. The Director of Investments reports to the Treasurer/CFO of ABHMS. This is a full-time position and is open immediately. The position is based in the King of Prussia, PA offices of ABHMS.

Core duties & responsibilities

- Monitor and analyze ongoing investment, accounting, regulatory compliance and audit issues that affect the management of ABHMS assets.
- Ensure timely and high quality performance reporting process is implemented for ABHMS board, external investors, and internal management with a focus on providing value-added content that deepens understanding of market trends, diversification strategies, and socially and ethically responsible investing concerns.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and strategic ministry plans.
- Develop understanding of all permanent funds and related restrictions and monitor impact on income distribution and related operating budget.
- Provide oversight in the administration of ABHMS' scholarship, financial aid, and ministry grant programs.
- Enhance existing internal controls, including development of policies, systems, processes and personnel involved.
- Evaluate investment performance, select appropriate investment benchmarks, be familiar with statistical analysis techniques, and understand unitization and calculation of NAV.
- Work collaboratively with the other members of the Finance Team to advance ABHMS mission and goals.
- Represent ABHMS in a manner consistent with our mission, core values and brand promise.
- Other duties as assigned

Required knowledge, skills, abilities, competencies and experience

- Bachelor's degree in Accounting, Finance or Business or equivalent required
- 5+ years demonstrated experience in investment oversight, accounting, finance, cash management and tax compliance
- Strong analytic skills – sound business modeling, financial due diligence and valuation skills
- Strong strategy and relationship-building skills
- Demonstrated interest in creating positive social impact highly desirable
- Experience working in a diverse and collaborative multicultural environment
- Proficient with Microsoft Office Suite, particularly Outlook and Excel
- Knowledge of planned giving instruments and ability to discuss investment options and the underlying financial assumptions with donors desired
- Experience in working with board of directors desired
- Experience with nonprofits desired
- MBA, CPA or CFP preferred

ABHMS is a great place to work! We offer excellent salary and benefits (health insurance, paid time off and paid sick time, participation in a fully-vested 403b) as well as the support needed to continue to develop your knowledge, skills and abilities along your career path. We offer a safe, professional work environment located at 588 North Gulph Road in King of Prussia, PA.

We are motivated by the Good News of Jesus Christ and share God's love in word and deed. ABHMS and its staff are centered in Christ and claim the Gospel; we seek community and celebrate diversity. We collaborate for mission and are committed to exemplary stewardship.

If this mission and core values are congruent with yours, please review this position and consider applying.

If you are interested in applying, please submit a **Cover Letter** and current **Résumé** plus a completed **Employment Application, which is available at** http://www.abhms.org/job_opportunities.cfm

Laura Miraz, Ph.D., SPHR
P.O. Box 851, Valley Forge, PA, 19482-0851

ABHMS/Human Resources Officer

You may elect to send your documents electronically to jobs@abhms.org

ABHMS is an Equal Opportunity Employer