



**Florida-Georgia District, Lutheran Church – Missouri Synod**  
**LCEF - DISTRICT VICE PRESIDENT – JOB DESCRIPTION**



**Position Description:**

In close cooperation with the Florida-Georgia District President, Executive Staff and District Support Staff, develop and nurture strong relationships with the pastors, ministers and key lay leaders in the District for the purpose of promoting, cultivating and capturing loan opportunities, attracting investor partners and promoting appropriate LCEF Ministry Support opportunities. Assist LCEF National Lending in developing and maintaining tangible relationships with key Recognized Service Organizations, educational ministries and other LCMS affiliated ministries that fall under the authority of the National Lending team.

**Reporting Relationships:**

As a member of the Florida-Georgia District Executive Staff, the District Vice President (DVP) reports to the District President (DP). The DVP also reports to the LCEF Regional Vice President (RVP) – East Region, District & National Operations (DNO).

**Purpose:**

The mission of LCEF is to support the church in its mission of sharing the Gospel of Jesus Christ by being Christ Centered Servant Partners. Therefore, the primary purpose for service as the District LCEF DVP is to support, encourage, and empower God's people (the church) to impact mission and ministry within the District in order for more people to know Jesus as their Lord and Savior.

The mission of the Florida-Georgia District is to serve, assist and encourage professional workers and ministries in their work of proclaiming the Gospel. To that end, the vision of the Florida-Georgia District is to equip, empower and engage to connect people to Jesus.

**Qualifications:**

- Minimum of a Bachelor's degree, and ten (10) or more years of professional experience in one of the following areas:
  - Business Administration and/or Management
  - Accounting, Banking and/or Finance
  - Marketing and/or Sales Management
- A thorough understanding of the Lutheran Church - Missouri Synod and Church Extension Fund
- Excellent written and verbal communication skills, coupled with strong presentation skills to effectively communicate in meetings, events, conferences, and various large group gatherings
- Strong degree of follow-up and attention to detail, while maintaining big-picture of District program
- The ability to assist in annual budget preparations of the District program
- A strong competence as a relationship builder and a successful team player...cultivate and maintain strong working relationships with all professional ministry staff as well as laity in those ministries ...in addition to a responsibility to the District Executive and Support staff
- The ability to accommodate a flexible work schedule that includes frequent weekend and evening obligations with a special emphasis on Sunday morning congregational visits/events
- Strong analytical skills with an ability to evaluate financial statements and ministry conditions in an objective and constructive manner
- Must demonstrate a strong understanding of marketing, promotion, and sales; plus the ability to develop and implement a quarterly marketing plan as directed by LCEF

### **Key Responsibilities:**

- The Management and overall performance of the Florida-Georgia District's LCEF loan portfolio. Collaborate with and provide guidance to potential borrowers on all loan opportunities and transactions to ensure competent and professional management of these prospects is achieved. Working through and with the LCEF Loan Department and the Loan Resolution Group, monitor and proactively address delinquent, impaired and/or troubled loan situations to ensure consistent and productive action is taken to bring these situations back into compliance. Proactively monitor the loan portfolio for upcoming maturities ensuring early and consistent communication with these important ministry partners to ensure the retention of their current loan in LCEF's portfolio and to promote continuing partnership between them and LCEF.
- Oversight of the annual budget process for the Florida-Georgia District LCEF Program, working collaboratively with the LCEF Regional Vice President, District & National Operations, LCEF Finance and LCEF Marketing & Customer Support to ensure that sufficient funds are available to meet LCEF's ministry and business objectives while adhering to organizational stewardship and efficiency requirements.
- Collaboration with LCEF Ministry Support to provide leads and referrals for the purpose of aiding Florida-Georgia District ministries in utilizing LCEF's wide range of Ministry Support offerings. Ensure timely and efficient communication between the Ministry Support Department, field consultants and the congregations, schools and other ministries of the District. Proactively promote Ministry Support offerings in conjunction with regular loan and investor activities.
- In accordance with LCEF and District established Policies and Procedures:
  - Develop and implement an ongoing congregational visitation schedule for congregations which meet LCEF national coverage and frequency guidelines
  - Develop, implement, and maintain an ongoing system to nurture strong and lasting relationships with rostered church workers and lay leaders throughout the District
  - Develop, implement, and maintain a comprehensive marketing process to promote and expand LCEF awareness within the District for growth of LCEF investments, loans, and ministry support activities
  - Develop, implement, and maintain LCEF Loan processes and procedures to monitor and expand loan activity throughout the District
  - Provide required reports and participate in LCEF meetings and activities as directed by the LCEF Regional Vice President, (DNO)
- Serve as a member of the District Executive staff, and advisory member of the District Finance Committee, providing reports and participating in District meetings, and District Board of Directors meetings, and various activities as directed by the District President
- Serve as both advisory member and liaison to the District Finance Committee resourcing their assistance with qualification and disposition of a variety of loan issues
- Provide demographics studies and presentations to enhance mission and ministry work of congregations, schools, and the district...for outreach, calling, and new ministry purposes
- Provide loan consultations and creative solutions for congregations and schools to help determine capacity and scope of a new building projects, and assess additional resource needs
- Assist the District in the area of Stewardship development and Disaster Care ministries.
- All other administrative duties commensurate with the position of LCEF District Vice President and as assigned by the Florida-Georgia District President, the LCEF Regional Vice President, DNO, or the President/CEO LCEF.