

# Fraser Keating Associates, LLC

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## POSITION SPECIFICATION (Draft)

<b>POSITION</b>	President/CEO
<b>ORGANIZATION</b>	The Cooperative Baptist Fellowship Church Benefits Board
<b>LOCATION</b>	Decatur, Georgia
<b>WEBSITE</b>	<a href="http://www.churchbenefits.org">www.churchbenefits.org</a>
<b>POSITION SUMMARY</b>	<p>The President/CEO (“CEO”) of the Cooperative Baptist Fellowship Church Benefits Board (“CBB”) is responsible for developing and executing the strategic direction, objectives, policies and annual action plans of the CBB through a collaborative relationship with the Board of Trustees (“Board”) and the leadership of the Cooperative Baptist Fellowship (“CBF”). S/he is accountable to the Board for the growth, development, management, performance, communications and public relations for all benefit plans of the CBB – even to the point of rolling up one’s sleeves to enable CBB’s success.</p> <p>The CEO will inherit an organization with a dedicated board and a solid financial position. With the support of a committed Board, the CEO will lead the evolution of the organization, capitalizing on opportunities to grow its assets and participants in an increasingly competitive retirement benefits landscape. At the same time, the CEO will maintain a focus on the CBB’s mission to provide retirement benefits to enable those who serve to live comfortably in retirement. Headquartered in Decatur, Georgia, the CBB is a financial ministry of the Cooperative Baptist Fellowship, providing retirement programs for pastors, ministers and lay employees of the congregations, ministries, colleges, seminaries and related organizations affiliated with CBF. Created in 1998 by the General Assembly of CBF, the CBB assists its members in achieving and maintaining financial security, and operates under the tag line of “Your benefits are our ministry.”</p> <p>The mission of CBB is to provide Fortune 500-quality benefits to pastors, ministers, and lay employees as they discover and fulfill their God-given mission. Today, in partnership with Retirement Wealth Management, LLC and Empower, the CBB offers a comprehensive retirement plan benefit, providing administrative support, client service and investment expertise. The CBB programs include defined benefit 403(b) retirement plans offering tax-deferred retirement accounts and after-tax accumulation accounts. The CBB also offers life and disability coverage, and access to assistance in finding health and medical coverage. Assets under management are approximately \$60 million with 800 active participants and over 400 churches.</p> <p>The CBB is governed by an independent Board of Trustees of 10 members who are elected to five-year terms, serving a maximum of ten years. All Directors serve without compensation. The CEO is not a member of the Board but attends meetings of the Board and its committees.</p>
<b>COMPANY INFORMATION</b>	
<b>REPORTING RELATIONSHIPS</b>	<p>The CEO will report to the Board of Trustees, and manage a staff of two operations professionals. The CEO will also manage the relationships with outside providers, currently, Retirement Wealth Management, LLC and Empower. Additionally, s/he will leverage the shared services of the CBF.</p>

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## **RESPONSIBILITIES**

The CEO will be responsible for the overall strategic direction of the CBB consistent with its mission, and will be accountable for the development, management, performance, marketing, communications and public relations for all retirement and benefit plans. This executive will provide leadership in establishing short-term and long-term objectives, strategies, policies and plans, subject to the approval of the Board. The CEO will also serve as the face of the CBB, and represent the CBB at the General Assembly, national and regional meetings, and outside church benefit board meetings. Specific responsibilities of the CEO will include, but not be limited to, the following:

### **Vision and Strategy**

- Work with the Board and CBF leadership in developing, implementing and communicating an organizational vision and strategy.
- Partner with the Board and CBF leadership to ensure that the CBB is seen as an essential benefit for churches and employees related to CBF.
- Lead and develop the CBB employees and partners in delivering superb employee benefits that meet the needs of ministers and lay employees affiliated with CBF, as well as for CBF employees and field personnel.

### **Leadership and Management**

- Provide exemplary, innovative and inspired executive leadership for the CBB as an essential ministry of the CBF.
- Work with the Board in overseeing board development, governance and education.
- Lead, manage and be engaged at all levels of the organization – even to the point of rolling up one’s sleeves to enable CBB’s success.
- Select and oversee outside providers to ensure optimal investment performance and superior customer service delivery.

### **Communication**

- Translate and interpret the CBB’s mission, strategy, vision, issues and other important information regarding the organization to the Board, the broader CBF community, ministers, employees, clients, employers and a broad range of constituencies.
- Maintain and enhance key relationships within and external to the CBF to help foster the CBB’s mission, including influencing legal and regulatory matters affecting church plans through the Church Alliance and the Church Benefits Association.
- Enhance the visibility and reputation of the CBB and its products and services through effective communication and marketing initiatives, including educating current and future participants on the retirement programs.

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## **Growth and Development**

- Develop and implement strategic and tactical educational, promotional and marketing plans to increase the number of participants, churches served, and assets under management, as well as the financial literacy of clients.
- Develop and implement annual business plans that have the dual objective of balancing financial strength and client service, as well as executing plans within budget.
- Strive for outstanding investment performance consistent with Christian values.

## **CANDIDATE EXPERIENCE**

The CEO will have a leadership and management background in employee benefit plans, financial services, healthcare and/or non-profit organizations. The successful candidate will have a track record of delivering growth in clients and in increasing the financial strength of an organization. Additionally, the CEO will possess the following qualifications:

- A working knowledge of financial markets as well as investment principles, strategies and risk management.
- Ability to analyze, assess and use relevant financial, social, economic, political and church trends that may influence CBB's strategic direction.
- Experience in sourcing, negotiating and managing outside service providers.
- Successful experience working closely and building relationships with a governing body, and assisting it to carry out its responsibilities effectively.
- A demonstrated understanding of how an organization uses a shared services model for economies of scale and financial soundness without sacrificing quality.
- A track record of growing an organization successfully as measured by assets, revenues, market share and number of participants.
- Experience in recruiting and developing employees in a collaborative working environment.

## **PERSONAL CHARACTERISTICS**

The CEO will be a strategic and collaborative leader with the ability to manage an organization through growth and change. Additionally, the CEO will possess the following personal characteristics:

- Ability to lead and represent the organization in a clear and compelling manner that is expressive of the CBB's values, and reflects an understanding and appreciation of a faith based, non-profit organization.
- Ability to inspire others to perform as part of a high-performing team.
- A person of high moral character and integrity who acts in accordance with a visible set of values and beliefs
- Possesses a strong sense of calling and vocation to lead the CBB.

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- An effective communicator; writes and presents effectively; is a great listener; possesses a sense of humor.
- A personal drive for excellence that carries over to the ongoing work of the organization.
- Ability to hold the mission and success of the organization ahead of personal recognition.
- Relationship builder; relates well to a wide variety of diverse styles, types and backgrounds; finds common ground; builds diverse networks.
- Diplomatic, political savvy and engenders confidence with diverse constituents and can build solid relationships by finding common ground.
- An ability to quickly assess a situation, to identify issues/problems, and to develop innovative and holistic solutions.
- Highly energetic with mental stamina to keep up with the demands of the job.
- Intellectually curious and a life long learner.

## RELIGIOUS AFFILIATION

It is preferred that the successful candidate be a member of the Cooperative Baptist Fellowship community. The candidate must be committed to acquiring a thorough knowledge of the CBF, including its governance, organization, culture and mission. Additionally, the successful candidate will have demonstrated his/her personal faith through involvement in a religious community.

## EDUCATION

An undergraduate college degree is required; an advanced degree is preferred.

## COMPENSATION

An attractive compensation package will be provided including a competitive salary and benefits package.

## CONTACTS

Interested candidates should contact:

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