

# JOB DESCRIPTION



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## LEADERSHIP CAPITAL ADMINISTRATOR

Primarily working alongside the Vice President of Leadership Capital to oversee and ensure the orderly administration of a decentralized and mostly part-time Leadership Capital team. This will entail problem solving for the team and also engaging with clients to coordinate and handle issues as they arise.

This position will also provide support for CDF Capital Foundation (5-6 hours per week) as well as the Facility Solutions Team (1-2 hours per week) in areas to include contracts, billing and CRM database management and should have the ability to streamline the current processes used in these areas for efficiency within a month of hire.

As this position serves to represent the Leadership Capital Team as well as the CDF Capital Foundation, both of which are remote, the position will be located at the CDF Capital corporate offices in Irvine CA.

45% project/event management, 45% team administration, 10% executive level assistant

## What You Will Do

### Leadership Capital Duties

#### *Ambassador*

- Represent the Leadership Capital (LC) team within the CDF Capital corporate office building excellent working relationships with all departments
- Prepare and distribute emails noting specific accomplishments or projects LC is working on or has completed to the CDF staff.

#### *Project/Event Management*

- Events - Ability to handle all aspects of event planning and logistics start to finish
  - Logistics: location for event, housing for event, food & beverage
  - Communication with participants as well as speakers/mentors (or their+ assistants) relating to event details and logistics
  - Timely process check requests as needed for speakers, etc.
  - Attention to detail
  - Occasional travel to events
- Project manager of LC initiatives
  - Uses project management software to ensure project is on time, meets milestones, tasks are accomplished and budget maintained
  - Setting up meetings with associated project teams

## ***LC Team Administration***

- Proposal Development
  - Prepare Leadership Capital proposals as needed in coordination with the requesting LC Coach
  - Attain VP approval on proposal
  - New client set up
  - Consistently strive to look for and incorporate new methods to streamline the current processes
- Accounts Receivable/Client Billing
  - Monthly billing for clients (may be moved to credit card billing in the future)
  - Continually strive to improve process for efficiency and accuracy.
- Accounts Payable
  - Team Commissions, referral fees and travel reimbursements
  - Vendor billing/payables
- HR Liaison
  - Work with the People Services Department on all new hires, PCN changes, terminations or any other issues related to human resources.
- Coordination with Marketing Department on content planning, events, newsletters, media, etc.
- CRM Database Management
  - Manage CRM database and documentation of LC clients and potential clients
  - Create CRM reports and communicate results companywide, or to appropriate executive staff
- Manage LC Dashboard
- Work with the IT department to continually improve processes

## ***Executive Assistant***

- Provide executive and administrative assistance to the LC team
- Schedule events, meetings and conference calls for Leadership Capital team and project-based meetings

## **CDF Capital Foundation Duties**

Reporting to the Executive Director (5-6 hours per week)

### ***Ambassador***

- Represent the Foundation within the CDF Capital corporate office building excellent working relationships with all departments
- Prepare and distribute emails noting specific accomplishments or projects the Foundation is working on or has completed to the CDF staff

### ***Administration***

- Provide administrative assistance to the CDF Capital Foundation as requested
- Manage CRM database and documentation of CDF Capital Foundation clients and potential clients
- Create CRM reports and communicate results companywide, or to appropriate executive staff regularly
- Preparation of contracts for new clients
- Monthly billing for clients
- Assistance with event planning as requested
- Coordination with the Marketing Department as needed
- Consistently strive to improve processes in the CDF Capital Foundation to improve efficiency

## Facility Solutions Duties

- Manage CRM database and documentation of CDF Construction Facilities clients and potential clients
- Create CRM reports and communicate results companywide, or to appropriate executive staff regularly
- Preparation of contracts for new clients
- Monthly billing for clients
- Coordination with the Marketing Department as needed
- Consistently strive to improve processes in the CDF Construction Facilities Dept. to improve efficiency

## Key Qualifications

While we would love to consider all applicants, we prefer those that best match the following.

- A living, vital faith in Jesus Christ
- Professional, positive and respectful written and verbal communication skills, this position interacts with executive level church leaders and their staff
- Proactive problem-solving skills with the ability to navigate complexity and vague situations, determine what is required to complete the task and what questions need to be answered.
- Project management skills to include task management organization through to-do lists, stakeholder communication, team management, negotiation, critical thinking and the ability to make strong decisions.
- Ability to improve processes from their current state.
- Administrative skills, planning, organizing, scheduling, working independently and understanding what prior precedents are applicable
- Strong computer skills including experience with Microsoft Office Products, CRM and MS Excel in particular, other software tools such as Eventbrite and Basecamp. Mac experience a plus
- 3 years of executive office assistant experience preferred
- Previous experience in a church or non-profit preferred
- Event production experience preferred
- High School Diploma required and Bachelor's Degree preferred

## Position Details

- Reports to: Vice President of Leadership Capital (5-6 hours a week to Executive Director of CDF Capital Foundation)
- Pay range: DOE
- Location: Irvine, Ca
- Classification: Regular full-time, 40 hours per week
- FLSA: Non-Exempt
- Benefits: CDF Capital provides a generous benefits package that includes paid time off, health, dental, vision, and a 403(b) retirement program.

## About CDF Capital

### Helping Churches Grow

God calls His people into a story of transformation. Since 1953, we have helped Christians and churches embrace their part in this story by providing the three kinds of capital every congregation needs for growth—Financial Capital, Leadership Capital, and Spiritual Capital. Church growth is about more than just attendance—it also involves congregational spiritual maturity, a culture of healthy leadership, discipleship-making, and more. At CDF Capital, we care about each of these components. When a church is properly resourced financially, spiritually, and in leadership, lives are transformed. We call this Transformational Capital.

### Working Conditions

This position requires prolonged sitting, standing, walking reaching, twisting, turning, bending, and stooping in the performance of daily office activities. It also requires grasping, repetitive hand movements and fine coordination in providing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Hearing is required when communicating by phone and/or in person. The need to lift, drag, and push files, paper and documents weighing up to 25 pounds is also required.

### General Information

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

To learn more about CDF Capital, please visit [www.cdfcapital.org](http://www.cdfcapital.org).