

NORTH AMERICAN DIVISION

JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from **NORTH AMERICAN DIVISION** employees **WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.**

TITLE OF JOB: Director

DEPARTMENT: Planned Giving & Trust Services (NAD/PGTS)

SUPERVISOR: Treasurer

CLASSIFICATION: Full-Time / Exempt / Appointed

REMUNERATION RANGE / ANNUAL SALARY: 96% - 110% / \$99,040.64 - \$112,422.40

BENEFITS: Healthcare, flexible spending accounts (FSA), life insurance, long-term disability, retirement, continuing education, student loan repayments, moving/relocation assistance, tuition assistance for students who attend Adventist schools, paid time off for holidays, along with paid vacation and sick leave.

LOCATION: Columbia, MD—On-site/In-office at the NAD Headquarters

NOTE: This position is not eligible for any type of regular remote or teleworking arrangement. For candidates living outside of the MD geographical area, relocation is required.

POSITION SUMMARY: Serve as the departmental leader responsible for the strategic planning, implementation, coordination, and management of the department's mission and objectives within the North American Division. Responsibilities include administering and overseeing departmental programs and operations in alignment with the mission and values of the Seventh-day Adventist Church, providing guidance and direction to staff, and working collaboratively with Division leadership to support the goals of the Church across the NAD territory."

AUTHORITY, ACCOUNTABILITY: Authority as defined by the North American Division Working Policy. Responsible for directing the administrative activities of the Planned Giving & Trust Services (PGTS) department in accordance with North American Division policy and objectives. Responsible to the corporate church body, through assigned Officer, for administration of church policy in harmony with the beliefs of the Seventh-day Adventist Church. Director is responsible for recommending selection, transfer, and/or termination of department personnel following approval by the designated supervising Officer and appropriate administrative or human resources committee. This role requires a high level of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Coordinates the NAD certification and continuing education program within the guidelines set by Planned Giving & Trust Services Certification and Accreditation Committee.
- Develops and updates instructional content and multimedia for the Annual Planned Giving and Trust Services Certification course and support union, regional, and national CPE seminars.
- Maintains official records for certified Planned Giving and Trust Services personnel and accredited organizations within the Division.
- Plans and organizes the biennial Planned Giving and Trust Services Conference, ensuring relevance and value for PGTS professionals.
- Serves as chair, secretary, and/or member of NAD-based committees established to support the functions of Planned Giving & Trust Services.
- Serves as staff liaison to the NAD PGTS Standing Committee and the Certification and Accreditation Committee.

- Coordinates the development of procedures to create a donor and document management system that meets accreditation requirements.
- Collaborates with the General Conference PGTS department to align and implement strategic initiatives.
- Manages trust agreements, annuities and other gift instruments held by the NAD.
- Coordinates the NAD Mission Impact Fund application and communication processes.
- Represents PGTS at major Division-wide and local events, promoting planned giving principles and Christian stewardship.
- Consults with the NAD Office of General Counsel to support field inquiries related to legal questions.
- Establishes and follows a regular visitation plan for NAD Unions, Conferences and related entities to strengthen PGTS practices.
- Supervises assigned PGTS staff, and participates in hiring, training, evaluations, and supporting development processes.
- Supports PGTS operations across the Division through coaching, training, and site visits as needed.
- Identifies and encourages cross-functional collaboration with other NAD departments and ministries.
- Oversees PGTS web content, ensuring materials are current, accurate, and in alignment with NAD branding.
- Edits and oversees distribution of the quarterly NAD PGTS newsletter.
- Serves as lecturer during certification and continuing education events as requested.
- Participates in developing and managing the department's annual budget.
- Performs other duties as assigned by supervisor.

EDUCATION: A Bachelor's degree (BA/BS) in a related field such as business administration, accounting, or nonprofit management, is required; a Master's degree is strongly preferred. Appropriate successful work experience may be acceptable in lieu of scholastic requirements. Trust Services Certification is required.

Professional experience should include a minimum of eight years in a related field, with denominational experience at higher levels of church organization, including conferences, unions, divisions, and/or other denominational institutions. Experience should reflect increasing responsibility and demonstrate effectiveness in overseeing department-level functions, managing programs, supervising staff, and leading strategic initiatives.

KNOWLEDGE AND SKILL: Knowledge of principles, policies, and beliefs of the North American Division and the Seventh-day Adventist Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skill in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills, including proficiency in verbal and written form.

Ability to perform administrative functions; develop long- and short-term plans and programs to effectively evaluate work accomplishments; establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form.

Ability to organize, lead and motivate. Ability to delegate, supervise, and assist employees in personal and professional growth.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS: Must possess the ability to deal tactfully and effectively with own departmental personnel, others within the North American Division, and outside personnel on a daily basis. Employee must remain calm under pressure and exhibit courtesy, diplomacy, and kindness at all times, both in person, on the telephone, and in written communications. Employee must exhibit the ability to effectively handle confidential information/situations at all times and maintain a high degree of loyalty and support for the supervisor, department, North American Division, and Seventh-day Adventist Church.

PHYSICAL REQUIREMENTS: Must be able to read, speak, and hear. Must be able to effectively

communicate both orally and in writing in English. As an exempt employee, it is expected that the individual will work the hours required to complete assignments and hold regular office hours (i.e., no less than 38 hours per week in the office building during the core hours of 8:00 am to 6:00 pm, Mondays to Thursdays as referenced in the NAD employee handbook), when not traveling or attending off-site commitments. Any adjusted work schedules supported by supervisors should ensure that the employee is available to work in the office building no later than 9:00 am and departing no sooner than 4:00 pm. Extensive travel may be required throughout the North American Division territory.

WORKING CONDITIONS: Essential responsibilities are primarily performed in a standard office environment with minimal discomfort. Work is typically sedentary and performed under normal conditions in well-lighted and ventilated areas. Employee should expect irregular hours, including evenings and weekends. On-site supervision of departmental operations may be required. When traveling, the employee may be expected to utilize various modes of transportation, including planes, and automobiles. Travel may involve complex itineraries, multiple days away from the primary work location, and overnight stays throughout the North American Division territory.

EQUAL EMPLOYMENT OPPORTUNITY:

The North American Division of Seventh-day Adventists® ("NAD") is an equal opportunity employer which does not discriminate in employment policies and practices on the basis of race, national origin, gender (except for positions requiring ordination), color, age, marital status, disability, or any other basis prohibited by law. The employment practices of the church reflect religious preferences in harmony with the United States Constitution and controlling law, and it, therefore, hires only Seventh-day Adventist Church members in regular standing.

AT-WILL EMPLOYMENT:

Employment with the North American Division is at-will. This means that either you or the North American Division may terminate the employment relationship at any time, with or without cause or notice, as long as it is not in violation of applicable federal or state laws.

If interested in the above position please visit our site [CLICK HERE](#) to complete a NAD Employment Application. Or send email to jobs@nadadventist.org and follow instructions from response email.

This position will remain available until filled.

Posted:

September 4, 2025