



Southern California Conference  
of Seventh-day Adventists

## **JOB DESCRIPTION**

**JOB TITLE:** President

**DATE:** June 18, 2024

**DEPARTMENT:** Administration

**REPORTS TO:** Executive Committee

**CLASSIFICATION:** Exempt, Full-Time (SOC11-1011AF01)

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### **POSITION SUMMARY**

Support the Southern California Conference in fulfilling its vision of Embracing Community in Christ and its mission to exalt Christ by serving its diverse communities through networked and creatively engaged churches and schools. Embody the organization's values of integrity with transparency, engagement, stewardship, unity in diversity, and relationships and team. Engage in the mission of the Administrative Committee to identify, resource, coach, support, protect and hold accountable creative leaders who comprise our network.

Chief executive officer tasked with providing leadership for the Conference by working with the Executive Committee and officers to set the direction towards the achievement of the philosophy, mission, values, strategies, goals and objectives of the organization.

### **ESSENTIAL FUNCTIONS**

1. Regular attendance.
2. Provide spiritual guidance for the Conference through incorporation of Christianity into work and personal lifestyle and upholding law and ethics.
3. Work with Executive Committee (ExCom) and the executive officers to plan and oversee the implementation of the direction and strategies in accomplishing the Conference vision and mission and to assess the outcomes.
4. Exercise the power and perform the duties consistent with the articles of incorporation and bylaws.
5. Maintain an institutional and administrative focus.
6. Preside at the special and regular constituency sessions, and town hall meetings.

7. Chair the ExCom and administrative committee (AdCom) meetings and others as assigned by ExCom.
8. Serve as ex-officio member on all Conference sub-committees.
9. Serve as a member on Conference and institutional boards including those of the Pacific Union Conference, North American Division and General Conference.
10. Serve on the boards of the Adventist Health System-West and its southern Californian entities as well as of the higher education institutions in the Pacific Union Conference.
11. Work closely with the treasurer to ensure fiscal stability with oversight of budgets, investments and operations of the Conference. Practice stewardship of organizational funds and resources and safeguard interests to support strategic plans of the Conference.
12. Ensure legal and policy compliance for staff recruitment, compensation, employment benefits and engagement in developing a mission-focused, effective and efficient team.
13. Oversee operational effectiveness of the Conference in establishing mission-aligned goals of the administration and every department.
14. Supervise the officers, region directors, and department directors and being responsible for their orientation and holding them to personal accountability.
15. Represent the Conference to all stakeholders including church members, external agencies and the community.
16. Identify risks and negotiate and resolve conflicts either personally or by designee.
17. Comply with policies and procedures of the Conference, including but not limited to those in the employee handbook and the North American Division Working Policy.
18. Perform other duties as assigned by the ExCom.

## **REQUIRED QUALIFICATIONS**

To perform this job successfully, the individual must:

- Perform each essential duty and responsibility satisfactorily, and
- Be a member of the Seventh-day Adventist Church in good standing, and
- Possess a proven track record of effective leadership, judgment, collaboration and learning, and character above reproach, and
- Meet the requirements listed below.

## **Education and Experience**

Undergraduate college degree from a recognized institution and a Master of Divinity degree from a Seventh-day Adventist institution is required. A doctoral degree in ministry or related field is desired. A minimum of ten (10) years of denominational, administrative and leadership experience is required.

### **Competencies**

- Strategic-thinking skills.
- Results-oriented in leading and motivating others, and in setting goals.
- High level of emotional and social intelligence.
- Value teamwork.
- High level of accountability.
- Understanding of business and financial aspect.
- Current on significant aspects affecting the Conference.
- Problem-solving and analytical skills.
- Ability to prioritize, delegate, and oversee a multitude of entities, divisions, departments, and direct reports.
- Excellent communication skills and interpersonal skills.
- Build relationships and ability to relate to diverse peoples and cultures.
- Operational knowledge of the Seventh-day Adventist Church structure and policies.
- Computer literacy in Microsoft Office Suite and internet search engines.
- Discreet; able to maintain strict confidentiality of privileged information.

### **Personality Traits**

Professional, excellent work ethic, flexible, tactful, approachable, proactive, dependable, pleasant.

### **Certificates, Licenses, Registrations**

Ordained ministerial credential.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee may be required to do the following for prolonged or significant periods: sit, stand, walk, use hands and fingers, reach with arms, talk and hear. The employee is occasionally required to climb, balance, stoop and kneel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distant, color and peripheral vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate. Extended hours and travel will be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

