



# EXECUTIVE SEARCH OPPORTUNITY PROFILE

*For the position of:*

*Chief Operations Officer/  
Chief Financial Officer*

MB Foundation

Hillsboro, Kansas

*July 2018*



executive  
search &  
recruitment

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ADVANCING NONPROFITS



## THE ORGANIZATION

### THE BEGINNINGS

MB Foundation and its predecessors have provided leadership and financial solutions for Biblical stewardship to the Mennonite Brethren community since 1898 when the Board of Trustees of the General Conference established the Endowment Fund to support the work of Mennonite Brethren churches in the United States. In the 1940's they began to make loans to churches and in 1957 their role was expanded with the establishment of a gift annuity program.

In 1972, the Board, in a desire to create a more formal, intentional effort to support MB churches in stewardship, established a denominational stewardship department to provide a wider range of services and programs to include estate planning education, life income agreements, charitable trusts and a variety of gift plans. In 1990, Mennonite Brethren Foundation was incorporated providing the platform to expand and enhance planned giving programs and services. Through foresight and vision to further increase capacity to serve the MB community, MB Loan Fund was established in 2003 to provide the platform for the Foundation's investment and loan programs.

### THE FOUNDATION TODAY

Over the past 120 years, MB Foundation has developed a sound, effective stewardship ministry of programs and services to individuals, MB congregations and ministries across the United States providing a means to achieve their ministry goals and objectives. This history is built on the following Biblical values:

- Stewardship—the heart of what we do, recognizing God's ownership of all.
- Service—the posture of what we do, focusing on serving Christ and His Church.
- Integrity—the foundation of what we do, seeking to be above reproach in everything.

Today, through its headquarters in Hillsboro, Kansas and an office in Fresno, California, they continue to be a highly valuable partner in providing the means for the MB community to meet their capital needs and charitable objectives. In doing so, MB Foundation seeks to encourage and assist those they serve in the following ways:

- Planned Giving Services—MBF provides flexibility in facilitating their client's personal charitable objectives.
- Fund Management—With \$190 million under management, MBF provides an experienced, qualified professional staff to steward funds with excellence.

- **Championing Stewardship**–MBF provides direction and guidance in using financial resources to live a “God-honoring lifestyle”.
- **Investment Certificates**–MBF offers products to increase return on investments for clients that support MB ministries and partners to transform lives.
- **Loan Program**–For over 70 years, MBF has provided loans to ministry partners to further the Kingdom of Christ.

MB Foundation’s commitment to serving the MB community continues to be strong and success is found in their passion for furthering the Kingdom of Christ through meeting the needs of the community they serve. This commitment is evidenced in the quality of services provided today and their vision for the future which includes increasing capacity to provide further opportunities to those they serve. To do so, the President/CEO is seeking an individual who will serve as the Chief Operating Officer/Chief Financial Officer of the Foundation.

*MB Foundation Mission*  
*Our mission is to encourage and assist individuals, congregations, and ministries in the Mennonite Brethren community with Biblical financial stewardship solutions.*

## THE OPPORTUNITY

The success of the Foundation has been, in part, due to the sound strategic, financial, and operational leadership of the executive team under the direction of its current President and CEO. The organization has grown significantly over the past several years requiring more from the executive team and the decision was reached to create the COO/CFO role to provide additional leadership capacity, strengthen the overall executive team and provide for future growth opportunities. The current executive team is strong and has continually positioned MB Foundation to meet current challenges as well as new ones as they arise. However, leadership is mindful of the need to continue to provide leadership resources to continue its history of high quality and integrity in its services today and into the future.

## ROLE & CANDIDATE PROFILE

The new COO/CFO will serve as a member of the executive team, reporting to the President/CEO, and provide leadership and direction in all areas of operational, legal and financial management of the Foundation. In doing so, this individual will lead the development and implementation of strategies, initiatives and efforts to meet goals and objectives as defined by the President/CEO, leadership team and Board. Working closely with the executive team, the new COO/CFO will insure all business functions, systems, and policies align with and promote the vision and desired culture of the Foundation. He/She will manage key personnel, including the Vice President & Treasurer and the Vice President responsible for loans and investment certificates, leading to successfully enhance operational effectiveness, healthy collaboration and promoting a strong sense of family and team.

The ideal candidate will be a growing disciple of Jesus Christ and a member of, or fully embrace, the Mennonite Brethren community. The COO/CFO will be a person who seeks to make a significant impact through the work of the Foundation and will be mindful of ways to improve its operational effectiveness. The successful candidate’s background and experience will be evidence of his/her skill and ability to manage effectively in the Foundation’s environment and lead to

inspire and motivate the team to continue to function at a high level of performance with excellence and integrity.

More specifically the COO/CFO will serve as a key member of the executive team and successfully:

- Provide supervision, oversight, and guidance to all administrative, operational, financial, and legal functions of the Foundation;
- Provide counsel to the President/CEO and leadership team on areas of joint collaboration to include strategic and cross-organizational planning, developing and executing strategies and initiatives relating to the Foundation's mission and supporting work of the Fresno office, planned giving advisors and business development as appropriate;
- Recruit, maintain and insure staff is suited to, equipped for, and properly trained to perform assigned tasks;
- Insure policies and operations reflect the mission and culture of the Foundation.

Qualifications will include:

- Have mature Christian faith evidenced by a deep abiding faith in Jesus Christ and embrace the ministry of the national MB family.
- Proven track record with ability to set clear expectations, manage and develop teams, set and achieve strategic objectives and develop and manage budgets.
- Minimum of a 4-year degree from an accredited college or university with at least 5 years of management experience at a senior level and a discernable track record of effectively leading operational/financial functions.
- Broad understanding of administrative, operational and financial functions and ability to provide direction and guidance to these functions.
- Ability to build teams based on strong communications and work effectively with a variety of internal and external staff and partners.
- Effective written and verbal communications skills with ability to understand and communicate complex issues.
- Entrepreneurial, adaptable and innovative.

In short, the COO/CFO will possess the skills, ability and knowledge to effectively provide leadership and direction for those areas under his/her responsibilities. He/She will possess the highest integrity both professionally and personally in promoting and supporting the mission of the Foundation. In addition, the COO/CFO will be a key member of the executive team, working closely with the President/CEO, Board, and Foundation staff to ensure best practices are followed in administration, organizational, operational and financial management.

## COMPENSATION

MB Foundation is committed to attracting and retaining quality staff members. Compensation and benefits are competitive and comparable with similar opportunities.

## LOCATION

The COO/CFO will be located in MB Foundation headquarters in Hillsboro, Kansas.

## THE SEARCH AND SELECTION PROCESS

[DB&A Executive Search and Recruitment](#) has been retained by MB Foundation to conduct this search for their next COO/CFO. Candidates will be identified through a number of sources and DB&A consultants will review and evaluate all interested parties in the process of determining a final group for consideration. The search will be coordinated by the MB Foundation senior management and the final candidate selection will be made by a search committee consisting of MB Foundation leadership.

The search will be conducted in a professional, consistent manner with a commitment to all potential candidates being afforded the same considerations by the search firm and the Client. All reasonable efforts will be made to protect the confidentiality of candidates.

Additional information on the search process may be obtained through Ron Infinger, Vice President, DB&A Executive Search, or by visiting <http://www.DBA-Search.com> and clicking on the “Opportunities” page for position information and to submit an application online.

For further information on this search, please contact:



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