



**Church Properties Reimagined**  
affiliated with the Northern Illinois Conference of the  
United Methodist Church

*Partnering with Churches to Discover New Possibilities for Their Properties*

## **Immediate Opening**

An interim Executive Director is being sought to lead the nonprofit, Church Properties Reimagined, in fulfilling its mission of working with local United Methodist churches of the Northern Illinois Conference to provide information and services to assist with property maintenance, redevelopment, and guidance on multi-use of church property. This position is 20 hours per week with compensation commensurate with the responsibilities of an executive director and is open to laity and clergy of the United Methodist Church. Email your resume to Pastor Mike Jones: [churchpropertiesreimagined@gmail.com](mailto:churchpropertiesreimagined@gmail.com)

The deadline for applying for the position of Interim Executive Director is October 31, 2024. Interviews will be in early November 2024 with hiring by November 16, 2024. There is a board retreat planned for Saturday, November 16, 2024, to vision and plan with the new interim executive director for the future of CPR. If you have any questions, please feel free to contact Pastor Mike at 815-499-1943.

## **Interim Executive Director Job Description for the Year 2025 (to be reviewed in 1 year)**

### **Interim Executive Director Leadership Responsibilities**

- Fulfill the mission of CPR by executing programs and policies of CPR
- Work with the CPR board to create a strategic plan to fulfill CPR's mission
- Assist the CPR board in visioning for the future
- Work with churches throughout the Northern Illinois Conference of the United Methodist Church to assist them with issues related to church property and financial sustainability
- Partner with the cabinet, trustees, and director of Congregational Development of the Northern Illinois Conference to fulfill CPR's mission and complement the conference goals
- Work cooperatively with conference leadership and churches in problem-solving and decision-making
- Coordinate activities of CPR with other organizations or agencies outside the Northern Illinois Conference to fulfill CPR's mission

- Lead fundraising efforts when necessary to support the mission of CPR
- Communicate the mission and services provided by CPR to the churches and other entities of the Northern Illinois Conference of the United Methodist Church and be responsible for the development of communication materials
- Work in partnership with conference leadership and leaders of other agencies outside the Northern Illinois Conference to secure tenants for properties owned by CPR
- The executive director should continue to grow professionally by attending training workshops and seminars to broaden and enhance job-performing skills and share knowledge and learn from other people holding similar positions in other United Methodist Conferences

### **Executive Director Administrative Responsibilities**

- Prepare regular written reports for the board detailing the work of the executive director
- Work with the President of the board to create the agenda for each board meeting
- Send out all information to board members needed for the board meetings
- Send out financial information to the board members for board meetings
- The Interim Executive Director reports to the Board of Directors through the Board President and other regular communication channels. The Interim Executive Director is an ex-officio member of the Board and all committees
- The Interim Executive Director is evaluated annually through a process jointly developed by the Interim Executive Director and the Board President
- Provide facilities management and economic development training, construction and financial management consulting, architectural and legal services referrals to churches in the conference
- Manage properties owned or managed by CPR for the benefit of local churches and the Northern Illinois Conference of the United Methodist Church
- Work with congregations that are renting properties owned by CPR
- Work with other tenants who are renting space in CPR-owned properties
- Maintain the board roster and assist the president in recruiting board members as needed
- Respond to all inquiries promptly on behalf of CPR
- Research and keep records of all liabilities or liens on property in CPR's name or in the names of CPR's predecessors, Community Partners for the Common Good, or the Chicago Home Missionary and Church Extension Society
- When appropriate notify churches of loans or liens that are outstanding
- Arrange for and oversee other employees or consultants to CPR

### **Interim Executive Director Financial Responsibilities**

- Work with the treasurer ensuring all bills are paid as required
- Work with the treasurer to keep good electronic financial records of CPR's bank accounts and investments
- Make deposits of funds as funds are received

- Approve expenditures to fulfill CPR's mission and work throughout the conference while remaining within the budget set by the CPR board
- Monitor revenue and expenses every month and provide reports to the board at least quarterly or more often as requested
- Update financial records of current liabilities owed to CPR or its predecessors, Community Partners for the Common Good, or the Chicago Home Missionary and Church Extension Society
- Research outstanding liens on property to get reimbursed when a property is sold and prepare a closing letter for closing
- Pay bills that are due electronically when possible and record those transactions in the electronic financial records; otherwise, submit bills to the treasurer for payment by check

### **Skills Beneficial to In term Executive Director Job**

- Good people skills with the ability to interact well with others and speak in front of groups
- Good administrative abilities and well organized, and completes tasks on time
- Is motivated and proactive in approaching problems; is a self-starter without the need to be pushed to accomplish tasks
- Can manage and work with other consultants or experts required to support CPR's mission
- Has a strong theological foundation and an understanding of the church's mission and how CPR can support the church's mission through fulfilling CPR's mission
- Has the ability to create programs and implement programs that would be of benefit to churches in the conference
- Has the ability to share knowledge with others and to learn from others
- Has knowledgeable about or willing to become familiar with the theology, organization, and practices of The United Methodist Church
- Has the ability to oversee the finances of an organization and can use software platforms to track finances and keep financial records up to date
- Is fiscally responsible in making decisions
- Has the ability to manage properties owned by CPR
- Has ideas or experience relating to alternative uses of property that would benefit churches
- Has the ability to manage construction projects
- Has the ability to lead fund-raising efforts on behalf of CPR
- Has the ability to write grants or assist in writing grants to benefit churches and the mission of CPR