

**Executive Director for
Lutheran Transitional Ministry Association (LuTMA)
(formerly NALIP)**

Candidates are invited to submit a letter of interest for the Executive Director position. Provide a resume of work history and experience that demonstrate the qualifications as delineated below. Elaborate upon experience with financial software and electronic media.

The position is part-time, requiring 10-15 hours per week on average. The time required varies from month to month.

Qualifications and values include:

- The E.D. is expected to act in accord with Christian beliefs, values, lifestyle, and ethics
- It is preferred that the E.D. be an ordained Lutheran pastor, and also preferred that the E.D. have completed basic LuTMA training.
- The E.D. is expected to represent LuTMA in a positive, exemplary fashion with all internal and external entities
- The E.D. will possess strong organizational skills in leadership, planning, collaboration, facilitation, and delegation
- The E.D. will possess basic financial management and technology skills
- The E.D. will possess strong communication (written and oral) skills
- The E.D. is fully accountable to the LuTMA Board with regard to position responsibilities

Please submit your letter of interest and resume by email no later than October 31, 2019 to:

The Rev. Thomas K. Schoech, Chair, LuTMA Board
email: schoecht@yahoo.com