



Director of Finance & Operations

Organizational Background:

Christian Union was formed in 2002 for the purpose, by God's power and with the help of other ministries, to change the world by bringing sweeping spiritual transformation to the nation's most strategic universities, thereby developing and mobilizing godly leadership for all sectors of society. The ministry is in need of dynamic and energetic Christians desirous of expanding the knowledge of Jesus Christ in these institutions.

By God's grace, Christian Union is changing culture by discipling, mentoring and training future leaders at the most strategic universities in America, and by building networks of engaged Christian leaders in cities. Our work and development efforts take place at Princeton, Penn, Harvard, Harvard Law, Yale, Brown, Columbia, Dartmouth, Cornell, and Stanford University, as well as in New York City and Washington, DC.

For more information, please see www.ChristianUnion.org.

Position Summary:

The Director of Finance & Operations is a newly-created position at Christian Union, reporting directly to the Chief Operating Officer and having direct oversight over a number of key finance and operations functions, including:

- Work with external CFO and bookkeepers to create timely and accurate monthly financial statements.
- Work directly with internal department heads and ministry leaders to create annual financial plans and manage their quarterly budgets/actuals.
- Own and facilitate the creation of quarterly management reports, working closely with department heads across the ministry.
- Create ad hoc financial analysis to understand financial health and project long-term forecasts.
- Own, execute and complete internal projects to improve operations and cooperation across departments. For example, work with Development, Finance and Technology teams to streamline our process for receiving and processing donor gifts.

The following attributes are required for success in this role:

- Bachelor's degree required
- 2+ years of related work experience
- Expert with spreadsheets
- Comfortable with financial statements
- Independent and self-directed worker who enjoys responsibility and seeing tasks to completion
- Extremely proactive mentality which finds work to do rather than waiting for work to be assigned
- Conscientious and detail-oriented: Keeps track of tasks without needing prompting or reminding
- Works well with others, especially senior managers
- Strong devotion to Jesus Christ, holiness, and a passion to see great spiritual renewal in America.
- Agreement with Christian Union's Statement of Faith and Ethics

In addition, the following attributes are preferred but not required:

- 4+ years of finance (i.e. investment banking) or accounting experience
- An alum of one of Christian Union's university ministries
- Located in Dallas TX. Princeton NJ or New York NY are also possible.

Job Requirements

- Geography: This role works remotely and is geographically flexible, with a preference for the Dallas (TX) metropolitan area. This position could also be located at our offices in Princeton (NJ) or New York City.
- However, it does require frequent travel to New York City, and occasional travel to other locations in the Northeast United States.
- Lifestyle: Seek the Lord with great intentionality and faith, living a life of holiness and devotion. Is expected to fast at least one meal, twice weekly; hold devotions in the morning and evening; and receive training in hearing God's voice, healing, inner healing and deliverance.
- Commitment: Any candidate for this role should be willing to commit at least 2 years (ideally 4 years) to Christian Union

Interested applicants should send a résumé and cover letter to Opportunities@ChristianUnion.org.