



Church Benefits Association

Vice President of Grants and Programs

Remote Role, US-based

Position Description



Background

The Church Benefits Association (CBA) is the largest association of church benefits boards and plans in the United States. Its 50 members represent most major faith traditions, including many Christian and Jewish denominations. Its stated mission is to promote excellence and preserve the traditions of church benefits boards and church benefits plans through education, collaboration, and fellowship.

CBA is a 501(c)(3) not-for-profit organization. We are the recipient of a \$30MM 3-year HUB grant from the Lilly Endowment, Inc. We are seeking the following position to join our staff which consists of our Executive Director, Strategic Partnerships Manager, and part-time Administrator.

CBA Vision

The indispensable resource for faith-based benefit providers.

CBA Mission

The CBA fosters interfaith collaboration, education, and professional relationships to enhance benefit programs and services of our member organizations.

CBA Values

- Generous in Spirit
- Collaborative in Approach
- Respectful of Differences
- Welcoming of Diversity

Position

The Vice President for Grants and Programs (VPGP) will provide visionary leadership for the development, implementation, and evaluation of the Church Benefits Association's clergy wellness initiatives funded through Lilly Endowment, Inc.

Reporting to the Executive Director, the VPGP will manage grant processes, nurture collaboration among denominational benefit boards and leaders, researchers, and clergy-serving organizations, and serve as the primary architect for clergy wellness programming. The VPGP will work closely with the board champion for the LEI Strategic Initiative.

The Vice President of Grants and Programs has the following responsibilities:

- Lead the design, launch, and continuous improvement of CBA's clergy wellness initiatives in accordance with LEI guidelines and the grant proposal.
- Curate and maintain a library of resources focused on holistic clergy wellbeing, identifying scalable and adaptable models for use across CBA membership.

- Support denominational benefit boards in designing and scaling their Full-Scale Denominational Programs.
- Oversee the Be Still and Know Leave Grant program, ensuring the program reflects CBA's commitment to rest, renewal, and accessibility for clergy in smaller congregations.
- Build and oversee planning processes for CBA Core4, ensuring theological inclusivity, equity, and sustainability.
- Convene and facilitate gatherings of researchers, benefit providers, denominational leaders, and other clergy-serving professionals to share learning and advance innovation across the faith and benefits landscape.
- Serve as staff liaison to the Clergy Well-Being Topical Interest Group (TIG) and Grant Oversight Committee, facilitating collaboration, knowledge exchange, and shared accountability.
- Work with the Grant Oversight Committee to establish grant guidelines, evaluation tools, reporting metrics, and other functions necessary for program administration.
- Serve as the primary program liaison between CBA and Lilly Endowment, Inc., ensuring alignment with grant objectives and reporting requirements.
- Represent CBA's grant making efforts across its membership.
- Cultivate relationships with the leadership of the "smallest of the small" member organizations to create the conditions for optimal participation.
- Oversee CBA's reporting requirements to Lilly Endowment, Inc.
- Monitor annual program budgets and spending, ensuring transparency, compliance, and responsible stewardship of funds.
- Partner with the Executive Director in advancing CBA's strategic plan and ensuring the sustainability of grant initiatives beyond the grant period.
- Partner with the Strategic Partnerships Manager to build and sustain external relationships that extend the reach of CBA's wellness initiatives.
- Partner with the LEI Strategic Initiative Board Champion.
- Supervise program staff, contractors, and consultants.
- Contribute to CBA's culture of excellence, generosity of spirit, and respect across theological and denominational lines.

Qualifications

Education

- Doctor of Ministry, Master of Divinity, or related advanced degree required.
- Demonstrated theological fluency and understanding of diverse denominational contexts.

Experience

- Minimum 10 years of progressive leadership experience in faith-rooted or nonprofit organizations.
- Proven track record in grant design, administration, and evaluation.
- Demonstrated success in facilitating cross-sector collaboration and innovation across denominational or theological differences.
- Strong background in curriculum design, leadership development, and creative problem-solving.

Core Skills

- Strategic and integrative thinker with strong project management skills.
- Experienced facilitator skilled at cultivating trust, creativity, and collaboration in diverse groups.
- Effective communicator—skilled in writing, teaching, and public speaking.
- Deep empathy for the lived experiences of clergy and the complexities of congregational leadership.
- Commitment to diversity, equity, inclusion, and belonging as theological imperatives.
- Belief in the mission and purpose of CBA, and has an understanding and appreciation for religious organizations
- Excellent presentation and communication skills; ability to influence, motivate and inspire volunteers
- Self-starter with demonstrated success in building and growing new organizations, departments, or initiatives
- Ability to gain the trust and respect of multiple constituencies, including the Board and member organizations
- Comfortable working with stakeholders in a remote environment in which colleagues work across locations and time zones and technology is used heavily for communications and project management
- An understanding of the kinds of products and services, including retirement and health benefits provided by CBA members to their constituents (or be positioned to acquire that knowledge)

Travel

Estimated travel is about 1-2 trips/month for meetings, as well as the CBA annual conference.

Compensation and Benefits

A competitive compensation package will be made available to the qualified candidate, including retirement and health benefits.

Application Process

Interested candidates should apply with a cover letter and resume via email to tadams@pensionfund.org. Applications will be reviewed on a rolling basis.

CBA is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state or local law in its employment policies.