



Position Announcement

March 2018

Position	Client Manager for Brethren Foundation
Function	The primary function is to provide field presence and backup support for the Director of Brethren Foundation and the Manager of Brethren Foundation Operations. This position will allow for increased capacity of servicing clients and will provide backup support for Foundation staff.
Scope of Duties	Duties include office operations support and assisting with implementing activities that strengthen relationships with asset management and deferred gift clients.
Knowledge/ Experience	<p>The ideal candidate will have an undergraduate degree in business and a strong working knowledge of investments. The successful candidate may be required to obtain additional financial credentials. This position requires a person who enjoys working with people; is detail oriented and has the ability to prioritize workloads; is proficient with computer systems and applications; and possesses exceptional organizational skills. Impeccable follow-up abilities are a must.</p> <p>We are seeking candidates with strong verbal and written communications skills, proficiency in Microsoft Office Suite, and a demonstrated track record of providing superior customer service and a willingness and ability to expand knowledge and effectiveness through classes and workshops. Current and active membership in the Church of the Brethren is preferred; current and active membership in a faith community is required.</p>
Travel	This position requires some business travel.
Description	This is a full-time, exempt position based in Elgin, Ill., for a not-for-profit, faith-based organization that provides Pension, Insurance, and asset management and deferred gift services for 5,000 individuals and client organizations nationwide. This position reports to the Director of Brethren Foundation.
About BBT	Church of the Brethren Benefit Trust is a great environment, family friendly, is a rewarding/meaningful place to work, and is located in an attractive office with easy access to I-90.
Salary/ Benefits	Salary and benefits are competitive with organizations of comparable size and scope of services. A full benefits package is included.
Applying	Please send a letter of interest, résumé, three professional references, and salary-range expectation to Donna March at 1505 Dundee Ave., Elgin, IL 60120, or dmarch@cobbt.org . For more information about Brethren Benefit Trust, visit www.cobbt.org .