



**Brea, California**

(25 miles East of Los Angeles)

[www.eccu.org](http://www.eccu.org)

## **Evangelical Christian Credit Union**

**Vice President of Human Resources**



***Investing in Ministry***



## OVERVIEW

Evangelical Christian Credit Union (ECCU) is a banking and financial services resource for growing ministries across the country as well as Christian workers and missionaries around the world. Financial services have been developed from over 45 years of experience serving churches, Christian schools, and other evangelical ministries. The organization is passionate about being a ministry to those who minister in the name of Christ.

## HISTORY

ECCU began in 1964 as the Conservative Baptist Credit Union with a mission to serve ministers and missionaries of Conservative Baptist churches and organizations. In 1984 a merger with the Association of Christian Schools International Credit Union (founded in 1966) created ECCU. This merger included an expansion of the field of membership to include evangelical churches, Christian schools, associations, and ministries that share a common bond of faith in Jesus Christ.

ECCU has grown by every measure since that merger. Staff has grown from 27 employees to over 275 people who together have helped ECCU earn the distinction of being a three time finalist in the Best Christian Workplaces' annual survey. They have built, occupied, and outgrown various buildings along the way. Their core assets have grown from \$43 million to over \$1.2 billion, and total assets under management exceed \$2.8 billion.



Today ECCU is privileged to serve an increasing number of ministry members across the country from their headquarters in Brea, California and regional office in Colorado Springs, Colorado. They also serve more than 3,500 missionaries in over 100 countries around the world as members.

## MISSION

ECCU's mission is to fuel Christ-centered ministry worldwide. In pursuit of this mission, ECCU has become the leading banking source for evangelical ministries, but there is a deep company-wide conviction that the heart of the endeavor is ministry. Ministry has been the starting point for over 40 years. *Banking* fits in only after a ministry's story and needs become clear.

Ministry leaders are always eager to communicate their mission and the challenges they face pursuing it. When the story naturally turns to banking, genuine dialogue breaks out as expertise is brought to the table, resulting in a customized financial solution that aligns with the ministry's mission and vision.

## THE POSITION

The Vice President, Human Resources is the senior leader responsible for overseeing all of the human resources and people development activities for ECCU. This person is specifically responsible for strategic and tactical human resources and enterprise development planning and implementation. Accountabilities include oversight and development of the HR staff. The VP HR reports directly to the President/CEO and is a member of the execu-

tive management team, addressing issues related to organizational strategy, people development, performance management, employee relations and company culture. This role will require successful experience dealing with highly complex organizations.

## **Qualifications**

To perform this job successfully, an individual must be bondable (per requirements for regulated financial institutions) and have the ability to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Knowledge**

- A comprehensive knowledge and understanding of multi-state (including California) and federal mandates and regulations pertaining to human resources management, including Title VII, HIPAA, COBRA, ERISA, FMLA, and CFRA.
- Advanced knowledge of workforce development and employee retention programs.
- Knowledge of HR management practices, including compensation and benefit philosophies and programs.
- Strong knowledge of organizational development, HR information systems, and succession planning.

## **Skills**

- Exceptional interpersonal, verbal, written and presentation communication skills to effectively interact with the executive management team and Board of Directors, in order to develop and implement strategic organizational objectives.
- Empathic listening skills, showing sensitivity to the needs and interests of others.
- Strong skills in strategy development.
- Strong analytical, detail and organization skills.
- Adept in detail and work process management.

## **Abilities**

- Ability to communicate effectively to all levels of the organization.
- Ability to provide servant leadership and promote a team-oriented environment that results in synergistic solutions.
- Ability to understand and adapt ECCU's unique culture, norms, and values to policy and practice.
- Ability to lead and manage change within a fast growing organization.
- Ability to see the big picture and contribute proactively.
- Ability to discern the need for, and follow the highest standards of confidentiality in sensitive matters.
- Ability to effectively analyze the cause and effect of problems, and to identify solutions in a collaborative but timely manner.
- Ability to exercise considerable judgment and discretion in establishing and maintaining strong partnering relationships.
- Ability to be personable, articulate, professionally dressed, and approachable. Must demonstrate patience and diplomacy and have a pleasant speaking manner.
- Ability to be available for extended and flexible scheduling as dictated by business needs.
- Ability to handle multiple tasks concurrently.

- Ability to read, analyze and interpret laws and regulations, procedure manuals, financial reports, and legal documents. Ability to respond to inquiries or complaints from employees, members or regulatory agencies. Ability to write policies, proposals, and memorandums that conform to prescribed style and format.
- Ability to define problems, collect data, establish facts, and draw valid conclusions

### Essential Duties and Responsibilities

- Oversee the management of the Human Resources Department. Provide strategic and organizational leadership in accordance with the organization's policies and applicable laws. Responsibilities include senior management oversight of the interviewing and hiring process and training of staff; planning, assigning, and directing work; appraising performance; setting career development and performance goals; motivating, coaching, and advising employees; addressing complaints and resolving problems; and conducting regular meetings with management subordinates. Responsible for HR's annual business plan; prepares, submits, and monitors annual budget including capital expenditure needs.
- Direct all aspects of human resource management including compensation, benefits, policy development, employee relations, organizational development, performance management and administration, and staff engagement, in order to achieve the organization's strategic goals.
- Develop the next generation of leaders for ECCU through intentional leadership in career development processes and training.
- Develop talent acquisition strategies that attract individuals who meet job requirements and fit the culture in a way that equips them to be able to become valued contributors to the organization.
- Establish and nurture cross-functional HR teams to develop policies, procedures and best practice models that assure equity, consistency and compliance with applicable federal, state, and regional laws pertaining to Human Resources administration.
- Develop and implement corporate HR strategies that focus on enhancing and strengthening the employee/employer relationship and fostering a healthy organization, while maintaining a focus on process improvement, ease of administration, and cost containment.
- Create total reward systems and feedback loops that effectively drive performance, and that compensate, motivate, and help in retaining competent and engaged performers.
- Oversee operational policies and actions on compensation, benefits and legal compliance.
- Direct the enterprise training and development activities that focus on improving, changing, or embedding core competencies for the purpose of improving organizational performance.
- Cultivate effective relationships with all areas of the organization, in order to partner for organization and staff success.
- Monitor and analyze human resource data to identify opportunities, needs, and issues.
- Other duties as appropriate.



## **Education and/or Experience**

A Bachelor's degree with at least seven years of increasing responsibility in the human resources management function. SPHR, CCP and/or CBP designations preferred.

## **THE SEARCH AND SELECTION PROCESS**

Mark Holbrook, President and CEO of Evangelical Christian Credit Union, is assisted by Bruce Dingman and Warren Schuh of The Dingman Company ([www.dingman.com](http://www.dingman.com)), an executive search firm, which has a successful track record for similar searches.

With input from the Executive team at ECCU, this document was created and then sent out to many people who might be potential candidates or who might suggest potential candidates. From the hundreds of people being contacted with this Opportunity Profile, many names will be considered. The Dingman Company will consider each name suggested or applicant and will interview the strongest candidates through personal interviews and then thoroughly check their references. All candidates, including any internal candidates, will go through this process.

In collaboration with the Search Committee, the list of candidates will be reduced to probably four people who will then be interviewed comprehensively by a group of ECCU Executives hopefully in December. Following this, one will likely be recommended forward to Mark Holbrook. Maintaining candidates' confidentiality will remain an important part of the process up to this point.

## **OPPORTUNITY**

For the right person who is being led to this position by the Lord, this is the opportunity to make a significant, company-wide impact for Christ in an organization that has global impact through hundreds of served ministries. There are few evangelical organizations as complex and dynamic as ECCU which means this role provides an unusually strategic and challenging opportunity.

## **LOCATION**

ECCU is located in Brea a thriving city of more than 40,000 residents nestled in the foothills of North Orange County. Destination shopping and restaurants abound. An award-winning school district, enhanced city services, and a diverse business mix make Brea the place to live, work and play. Combine the vibrancy of the city with the comforts of the suburbs and you've got the best of both worlds.

For additional information go to: <http://www.ci.brea.ca.us/>



Our client is an equal opportunity employer and does not discriminate on the basis of race, age, color, sex, national origin, veteran status, or physical handicap, but as a religious organization they do discriminate on the basis of faith, and as their agents we will do likewise when considering who fits their theological position.

We fully respect the need for confidentiality of information supplied by interested parties and assure them that their backgrounds and interests will not be discussed with anyone, including our client, without their prior consent, nor will reference contacts be made until mutual interest has been established.



*The Dingman Company, Inc. is a retained executive search firm devoted exclusively to serving our clients in matters of executive selection. We are a generalist firm that has served the business world nationwide since 1979. While most of our assignments are in the corporate sector, due to our Christian faith, we also serve many non-profit organizations in the Christian community.*



For further information on this position, please contact:

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## **ECCU Statement of Faith**

People who are unfamiliar with ECCU sometimes ask why we have a statement of faith. It's because agreement with these evangelical beliefs is a primary requirement for a ministry to qualify for ECCU membership. Here is our statement of faith.

We believe the Bible, consisting of all the books of the Old and New Testaments, to be the inspired, only infallible, authoritative Word of God. The Scriptures of the Old and New Testaments are without error or misstatement in their moral and spiritual teaching and record of historical facts. They are without error or defect of any kind.

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in his virgin birth, in his eternal, personal pre-existence, in his sinless life, in his miracles, in his vicarious and atoning death through his shed blood, in his bodily resurrection, in his ascension to the right hand of the Father, and in his personal return in power and glory.

We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ.