

## **Director of Finances and Development**

LATCOM, a small missions agency making a large impact, is in search of an upper-level administrator to oversee finances and partnership development. Based near Pittsburgh PA, LATCOM exists to help Bolivians and other Latin Americans reach people in their own countries with the gospel of Jesus Christ. Ministries include pastoral training, construction, Christian youth camps, and medical outreach, among others. The ideal candidate would be someone with a background in finances and experience in missions, church or non-profit management. This individual must be able to communicate effectively with supporters, office staff, field workers and short-term volunteers. Fluency in Spanish would be ideal although this is not a requirement. Willingness and ability to go on short-term trips to Bolivia would also be very helpful. This position could be on-site, hybrid remote, or fully remote if necessary. If you feel that God may be calling you to serve in this capacity, we would love to speak with you further.

### **Background & Desired Requirements:**

- Strong doctrinal and practical Biblical foundation
- Adherence to the LATCOM Statement of Faith and a true team player
- Background in mission and ministry experience germane to this position
- Having a humble, willing and teachable spirit
- A proven ability to plan, organize and execute
- Being detail oriented with a working knowledge of budgeting and accounting
- Effective communication skills including public speaking, writing and video
- Computer skills: Excel, Google, etc. with basic IT/website management skills a plus
- Bilingual in English and Spanish, or a willingness to pursue

### **Primary Duties:**

- Raising our mission awareness, fundraising and communicating what the Lord is doing through LATCOM to donors and potential supporters. This is accomplished through networking, website management, public speaking, written communications and social media including A/V presentations.
- Oversight of all finances, accounting, accounts payable and receivable.

### **Secondary Duties:**

- Management of the main office including central calendar, event planning and oversight of support staff.
- Promotion and management of short-term mission trips.
- Providing timely and accurate reporting to the staff and board of directors.

**Please send your contact information to: [employment@latcom.org](mailto:employment@latcom.org)**

## **LATCOM STATEMENT OF FAITH:**

1. We believe the Holy Bible to be the only inspired, trustworthy and true, without error Word of God (2 Timothy 3:16-17).
2. We believe there is only one God who eternally exists in three persons: Father, Son, and Holy Spirit (Matthew 28:19).
3. We believe Jesus Christ is God, in His virgin birth, in His sinless life, in His miracles, in His death that paid for our sin through His shed blood, in His bodily resurrection, in His ascension/rising up to the right hand of the Father, and in His personal return in power and glory (John 1:1; Matthew 1:18,25; Hebrews 4:15; Hebrews 9:15-22; 1 Corinthians 15:1-8; Acts 1:9-11; Hebrews 9:27-28).
4. We believe that acceptance of Jesus Christ and the corresponding renewal of the Holy Spirit is the only path to salvation for lost/sinful men and women (John 3:16; John 5:24; Titus 3:3-7)
5. We believe in the personal mission of the Holy Spirit for the regeneration and sanctification of the believer (John 14:15-26; John 16:5-16; Ephesians 1:13-14).
6. We believe in eternal life, and that through belief in Jesus Christ as the Son of God, we will spend eternity with the Lord. We believe that in rejecting Jesus Christ as Lord and Savior, we receive eternal suffering, separated from God. (Matthew 25:31-46; 1 Thessalonians 4:13-18).
7. We believe in the spiritual unity of believers in our Lord Jesus Christ, that all believers are members of His body, the Church (Philippians 2:1-4).
8. We believe God's design for sexual intimacy is to be expressed only within the context of marriage. God instituted marriage between one man and one woman as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one man and one woman. (Genesis 2:24; Matthew 19:5-6; Mark 10:6-9; Romans 1:26-27; 1 Corinthians 6:9).
9. We believe that God created all human beings in His image. Therefore, we believe that human life is sacred from conception to its natural end; that we must honor the physical and spiritual needs of all people; following Christ's example, we believe that every person should be treated with love, dignity, and respect (Psalm 139:13; Isaiah 49:1; Jeremiah 1:5; Matthew 22:37-39; Romans 12:20-21; Galatians 6:10).