

OFFICE FOR REGIONAL CONFERENCE MINISTRY
REGIONAL CONFERENCE RETIREMENT PLAN
JOB POSTING

RETIREMENT PLAN DIRECTOR

Position Title: Retirement Plan Director

Department: Regional Conference Retirement Plan (RCRP)

Organization: Office for Regional Conference Ministry (ORCM)

Employment Status: Full-Time, Exempt

Reports To: Retirement Plan Board

Location: Huntsville, Alabama

Opening Date: September 10, 2026

Application Deadline: September 25, 2026

ABOUT THE REGIONAL CONFERENCE RETIREMENT PLAN

The Regional Conference Retirement Plan (RCRP) provides retirement benefits and related services to eligible employees and beneficiaries of participating Regional Conferences of the Seventh-day Adventist Church.

The Retirement Plan Director works collaboratively with participating Regional Conferences, professional service providers, advisers, and governing boards to provide effective administration, responsible stewardship, and quality service to Plan participants and beneficiaries.

POSITION SUMMARY

The Regional Conference Retirement Plan is seeking an experienced, strategic, and service-oriented professional to serve as Retirement Plan Director.

The Retirement Plan Director provides senior executive leadership for the Regional Conference Retirement Plan and leads the specialized Retirement Plan department within the ORCM administrative environment.

The Director is accountable to the Retirement Plan Board for Retirement Plan leadership, implementation of Board policy, governance and fiduciary support, administration, Regional Conference coordination, risk oversight, and the effective management and monitoring of contracted professional service relationships.

The Retirement Plan operates within a highly outsourced administrative model. Therefore, the Director's primary responsibility is not to personally perform every technical retirement-plan function, but to provide effective leadership, coordination, accountability, oversight, and implementation across the Retirement Board, participating Regional Conferences, ORCM, Retirement Plan staff, participants and beneficiaries, and contracted professional providers.

The successful candidate will be an experienced leader who demonstrates sound executive judgment, financial and administrative competence, strong relationship-management skills, integrity, accountability, and a commitment to service.

ESSENTIAL RESPONSIBILITIES

Board Governance & Fiduciary Support

- Implement Retirement Plan Board actions, policies, strategic direction, and administrative decisions within delegated authority.
- Provide the Board with timely, accurate, and decision-useful information.
- Prepare and coordinate Board reports, governance materials, dashboards, analyses, and recommendations.
- Identify matters requiring Board consideration or approval and ensure they are presented in a timely manner.
- Assist with the development and periodic review of governance policies, administrative procedures, and delegations of authority.
- Maintain appropriate distinction between matters delegated to the Director and matters reserved to the Retirement Plan Board.

Executive Leadership & Plan Administration

- Provide day-to-day executive leadership and coordination for the Retirement Plan department.
- Translate Board-approved policies and strategic direction into operational plans, priorities, procedures, and measurable outcomes.
- Coordinate Plan administration across internal staff, participating Regional Conferences, ORCM shared services, and contracted professional providers.
- Promote accountability, operational effectiveness, teamwork, service quality, and continuous improvement.
- Develop proposed annual operating budgets and administer Board-approved resources.
- Develop and recommend strategic and long-range plans for the Retirement Plan.

Contracted Provider Oversight

- Coordinate and monitor relationships with the Plan's contracted professional service providers.
- Monitor provider performance, service standards, reporting requirements, responsiveness, accuracy, and contractual obligations.

- Coordinate procurement, requests for proposals, contract negotiations, renewals, and provider evaluations as authorized.
- Identify significant provider performance, cost, compliance, service, or risk concerns and report them to the Retirement Plan Board.
- Work effectively with third-party administrators, investment professionals, trustees/custodians, actuaries, legal counsel, auditors, and other professional advisers.

Regional Conference Coordination

- Serve as the principal administrative liaison between the Retirement Plan and participating Regional Conferences.
- Develop effective working relationships with Conference presidents, executive secretaries, treasurers, human resources/payroll personnel, and other designated representatives.
- Provide leadership and oversight for the coordination of contributions, participant information, employment records, and other Plan administrative processes.
- Promote consistent implementation of Board-approved policies and procedures.
- Coordinate the resolution and escalation of contribution, participant-data, employment-record, and other administrative issues.
- Communicate material Plan changes and administrative requirements to participating Regional Conferences.

Financial Monitoring & Plan Sustainability

- Monitor the financial and administrative health of the Retirement Plan.
- Review contribution activity, benefit-payment administration, budget performance, actuarial information, and other indicators affecting Plan sustainability.
- Monitor employer and participant contribution processes and ensure discrepancies or delinquencies are appropriately addressed.
- Review financial, actuarial, investment, and administrative information to identify trends, emerging concerns, and matters requiring Board attention.
- Assist the Board in evaluating Plan costs, administrative effectiveness, participant outcomes, and long-term sustainability.

Risk, Compliance & Governance

- Identify and report operational, fiduciary, compliance, cybersecurity, data, vendor, financial, and organizational risks.
- Coordinate with legal counsel and other professional advisers on specialized legal, tax, fiduciary, actuarial, investment, or retirement-plan matters.

- Support timely responses to audits, compliance reviews, governance assessments, required reporting, and other professional reviews.
- Ensure significant legal, regulatory, fiduciary, and governance matters are appropriately escalated.

Staff Leadership

- Provide leadership, supervision, coaching, training, and performance accountability for employees assigned to Retirement Plan responsibilities.
- Establish staff priorities and responsibilities consistent with Board-approved objectives.
- Coordinate recruitment, personnel administration, and employee evaluation processes with ORCM Human Resources.
- Promote professional development, teamwork, service excellence, confidentiality, ethical conduct, and appropriate segregation of duties.

Participant & Stakeholder Service

- Promote accurate, timely, respectful, and consistent service to Plan participants and beneficiaries.
- Support participant education and understanding of Plan provisions and benefits.
- Ensure participant concerns and administrative matters are directed to the appropriate internal or contracted resource and monitored through resolution.
- Maintain effective communication with retirees, beneficiaries, active participants, Regional Conferences, and other stakeholders while protecting confidential information.
- Provide periodic reports regarding Plan performance, significant issues, and Board-approved initiatives.

QUALIFICATIONS

Education & Experience

The successful candidate should possess:

- A **bachelor's degree** in business administration, finance, accounting, human resources, benefits administration, public administration, law, or a related field.
- A master's degree in business administration or another relevant discipline and/or relevant retirement, benefits, fiduciary, financial, governance, or professional certification is preferred.
- A minimum of **five to seven years of progressively responsible management or leadership experience** in retirement-plan administration, employee benefits, pension governance, finance, institutional administration, or a closely related field.

- Demonstrated experience in budget development and management, organizational planning, strategic and long-range planning, and performance monitoring.
 - Experience working with boards, senior executives, professional advisers, and institutional service providers.
 - Experience overseeing outsourced service-provider relationships, contracts, performance standards, or complex multi-party administrative arrangements is strongly preferred.
 - Experience in a denominational, nonprofit, association, multi-employer, or similarly federated organizational environment is desirable.
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KNOWLEDGE, SKILLS & COMPETENCIES

The successful candidate should demonstrate:

- Strong understanding of retirement-plan governance, fiduciary oversight, benefit administration, and risk management.
 - Strong executive judgment and decision-making ability.
 - Excellent organizational, administrative, and analytical skills.
 - Strong financial and budget-management capabilities.
 - Ability to analyze financial information, contracts, reports, governing documents, and other complex materials.
 - Excellent written and verbal communication skills.
 - Strong Board presentation and executive communication skills.
 - Excellent relationship-management, negotiation, and conflict-resolution skills.
 - Ability to manage multiple priorities and deadlines effectively.
 - Ability to lead through influence across multiple participating organizations.
 - Demonstrated integrity and ability to appropriately manage highly confidential information.
 - Working knowledge of financial reporting, internal controls, data security, and vendor-performance management.
 - Proficiency with Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.
 - Bilingual ability, including Spanish, is helpful but not required.
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MISSION & DENOMINATIONAL COMMITMENT

The Retirement Plan Director must be committed to Jesus Christ, the beliefs and mission of the Seventh-day Adventist Church, and be a **Seventh-day Adventist Church member in regular standing**.

The Director is expected to demonstrate Christian character, ethical leadership, stewardship, integrity, and a spirit of service in relationships with employees, retirees and beneficiaries, participating Regional Conferences, Board members, and professional partners.

ADDITIONAL REQUIREMENTS

- Successful completion of required background and professional reference checks.
 - Ability to travel locally, regionally, nationally, and, when necessary, internationally.
 - Availability for occasional evening or weekend responsibilities associated with Board meetings, participant education, organizational events, and other position responsibilities.
 - Ability to perform the essential functions of the position with or without reasonable accommodation.
 - Compliance with applicable denominational and ORCM employment policies, workplace requirements, confidentiality standards, and codes of conduct.
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COMPENSATION & BENEFITS

Compensation will be provided in accordance with approved denominational and organizational compensation policies and the established range for the position.

A comprehensive benefits package is available to eligible full-time employees in accordance with applicable organizational policies and benefit-plan provisions.

APPLICATION PROCESS

Qualified candidates should submit the following:

- A letter of interest/cover letter;
- Current résumé or curriculum vitae;
- Professional references; and
- Any additional materials requested during the selection process.

Application Period: September 10–25, 2026

Applications must be received no later than **September 25, 2026** to receive full consideration.

Please submit application materials to:

Stephanie Scott

Human Resources Director

Office for Regional Conference Ministry / Regional Conference Retirement Plan

Email: stephaniescott@adventistregionalministries.org

Please include **“Retirement Plan Director”** in the subject line.

EQUAL EMPLOYMENT OPPORTUNITY

The Office for Regional Conference Ministry and Regional Conference Retirement Plan are religious organizations affiliated with the Seventh-day Adventist Church. Employment decisions are made consistent with applicable law and the organizations' religious mission, beliefs, policies, and denominational requirements.

POSTING OPENS: SEPTEMBER 10, 2026

APPLICATION DEADLINE: SEPTEMBER 25, 2026