

BUILDING SENIOR STAFF JOB DESCRIPTIONS



Values: Christian commitment, listening, humble service, global diversity, partnership, biblical teaching, empowerment, transparency, accountability standards, and sustained interdependence.

President/CEO – This full-time position serves God, the board and staff by orchestrating all global efforts to accomplish the Church/Ministry mission and vision with integrity to our guiding verse and values.

Key duties include:

- Work with Church/Ministry board officers and members to ensure they fulfill their duties and set appropriate policies
- Map with board advisement the processes for budgeting, grant-making, and other Church/Ministry practices
- Establish procedures for Church/Ministry human and financial resource management
- Report monthly to the board, meeting one time at an international retreat and three times via zoom
- Facilitate annual international board retreat/staff prayer and discernment retreat
- Define the criteria for trust partners (peer accountability groups) and regional champions (key individuals)
- Serve as chief spokesperson, speaker, teacher, and training content creator for Church/Ministry
- Disciple Church/Ministry team members by practicing spiritual and strategic disciplines together
- Catalyze team efforts on weekly zoom meeting and empower each

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member to executive faithful activities

- Collaborate with regional champions quarterly to set and accomplish annual regional strategies
- Respond to inquiries from national contacts to form and grow peer accountability groups in countries
- Rally prayer and financial partnership from individual and institutional givers
- Travel (about 50%) for fulfilling responsibilities and serving the Church/Ministry

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CFO & Strategy Catalyst – The job of this full-time staff member is to manage the financial activities and accountability processes. Key duties for this professional include:

- Oversee outsourced bookkeeping, payroll, gift processing, giver data, and other items with Accountant
- Review The Church/Ministry board policies and suggest revisions or guiding documents as needed
- Manage financial reporting, planning, and risk with insurance and related tools
- Implement budget formation and management processes for internal financial controls
- Interface with independent financial auditor
- Catalyze capacity-building strategies that link individual and institutional partners with The Church/Ministry's programs
- Build and nurture relationships with key people and foundations to grow major gifts / grants for The Church/Ministry
- Create case statements, gift and grant proposals, and oversee all correspondence and reporting
- Craft strategies to spread The Church/Ministry *Teaching* (governance, administration, fundraising, accountability, etc.)
- Manage network and partnership relationships as channels for sharing replicable *Training* program
- Attend monthly team zoom and monthly 1:1 zoom meeting with President
- Travel (about 10%) for interfacing with team members and attending annual retreat

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Vice President of Training & Empowerment – The job of this full-time VP is to multiply the impact of The Church/Ministry efforts by building relationships, doing trainings, and empowering trainers.

Key duties include:

- Direct global training and empowerment efforts
- Deliver training content with proficiency in group or individual coaching sessions
- Nurture relationships with regional champions and country contacts
- Correspond with accountants, lawyers, pastors, ministry administrators and other professionals
- Discern the training and translation needs in each region and address them with trainings and translations
- Schedule training sessions, manage training and translation budgets, and write training and trip reports
- Build team of trainers and empower them deliver content online or in-person for global saturation
- Develop training feedback system and trainer certification program
- Travel (about 25%) for professional growth, relationship development, delivering trainings, and retreat

Vice President of Partnership & Communications – The job of this full-time VP is to engage a global network of givers and friends to participate in the mission and vision of Church/Ministry Key duties include:

- Direct global partnership and communications efforts
- Write and tell stories for sharing with The Church/Ministry givers and friends globally
- Build and manage relationships with The Church/Ministry givers, foundations, and other potential supporters
- Correspond with and visit regional facilitators and key country contacts
- Orchestrate global prayer through regular interaction with the global network
- Build and manage website, social media, blog, email and communications content
- Expose and engage volunteers to participate with us in our mission and vision
- Host regional and global events, manage partnership and communications budgets, and write trip reports

- Travel (about 25%) for professional growth, partnership work, story gathering, hosting events, and retreat

Global Administrator – The purpose of this full-time Global Administrator is to manage the administrative responsibilities and operational processes for The Church/Ministry. Key duties for this professional include:

- Plan meetings, make travel arrangements, and assist with visa applications as needed
- Monitor, screen, and respond to incoming calls and emails
- File, retrieve, copy, bind, scan, and manage all manner of administrative information
- Assist CEO with expense reports, purchasing, taking minutes, and other projects as needed
- Set up regular staff zoom meetings and quarterly board Zoom meeting (each January, April, and July)
- Assist with board meeting preparation and quarterly advance packets for reporting and documentation
- Event Logistics Coordination and Travel (about 10%) for The Church/Ministry activities and staff retreat

Chief Technology Officer – The job of this volunteer is to anticipate and address the tech needs of The Church/Ministry while also overseeing platform development and digital resource distribution. Key duties include:

- Direct global technology and resource efforts
- Equip The Church/Ministry team with the technology they need to accomplish their tasks efficiently and effectively
- Create a scalable platform for trained trainers to access resources for global saturation
- Develop online systems for delivering and recording trainings in webinars or other formats
- Curate resources accessible with global access through secure subscription
- Oversee cyber security measures, and manage tech and resources budget
- Travel (about 10%) for professional growth, interfacing with team members, and retreat