



## Executive Director

### **Purpose:**

The Executive Director provides leadership for staff culture, stewardship, and communications as well as collaboration with all FPCE Pastors and Directors. The Executive Director will provide creative leadership, teaching, and vision to partner with the Session to ensure the alignment of FPCE's ministries toward the successful execution of our mission and vision.

### **Accountability:**

The Executive Director will be under the overall supervision of the Session. The work of the Executive Director, on behalf of the congregation is subject to the review of the Session.

### **Description/Responsibilities:**

#### **Training & Leadership Development**

- Design and deliver a comprehensive training and leadership development process for the entire staff.
- Shape and nurture the staff culture by identifying the team's strengths and weaknesses, and then enhancing strengths while respectfully addressing weaknesses.

#### **Human Resource Duties**

- Direct responsibility/oversight of hiring and termination for all non-ordained staff, in partnership with the Personnel Committee.
- Conduct performance reviews, staff development plans and regular check-in's for all direct reports and ensure these activities are appropriately conducted throughout the organization.
- Establish, maintain, and execute personnel policies and procedures in consultation with the Personnel Committee.
- Oversee the benefits (medical and nonmedical) program.

#### **Organizational Leadership Duties**

- Provide organizational leadership of day-to-day operations, strategy, and implementation of the church vision that facilitates growth of the church.
- Partner with the Director of Finance in budget design and implementation. Monitoring, evaluating, and reporting the general status of church finances to the Finance Committee and Session.
- With the assistance of the Stewardship Team, create an environment where "stewardship" is not an annual event, but an integral part of congregational life and an act of faithful discipleship. Create, implement, and oversee a year-round stewardship and endowment plan, including a designated stewardship emphasized campaign annually.
- Establish, with Session approval, and maintain a set of key performance measures (KPMs) that provide the Session, Lead Pastor, and church staff with ongoing visibility of the effectiveness of all functional areas of the church.
- Assess the current needs of the congregation and opportunities for growing the church, gain Session approval on a strategic plan to meet the needs and take advantage of the opportunities, and work with the ordained pastors, staff and church leaders to develop appropriate ministry initiatives.
- Work with Facilities Director, staff, and Property Committee to ensure that the physical plant and other assets are well maintained and aligned with the Vision and Mission of FPCE.
- Work closely with the Lead Pastor to build a collaborative environment where the Lead Pastor can be effective in his/her responsibilities.

### **Qualifications:**

- A follower of Jesus Christ
- Prefer 10 years of ministry, business, or academic leadership experience in a large church or ministry, a large or mid-sized business, or in an executive-level academic setting.
- Proven skills in coaching and leading large teams and collaborating with senior staff and executives
- Excellent organizational, analytical, financial, and communication skills.
- Proven track record of meeting and exceeding goals.
- Proven ability to meet deadlines, develop and implement program policies and procedures, and manage changing and competing priorities.
- Outstanding leadership and interpersonal skills. Highly relational and able to manage people with different personalities, skill sets, and backgrounds.
- A strong collaborator, coordinator, and an implementer. Demonstrates tact, discretion, and ability to handle sensitive and confidential matters.

# How to Apply

Send your application to *[rmcgee@fpcedmond.org](mailto:rmcgee@fpcedmond.org)*

Your application should include the following:

- A cover letter.
- Your current resume.
- Your Statement of Faith.