

EXECUTIVE DIRECTOR AMERICAN BAPTIST HOME MISSION SOCIETIES (ABHMS)

As part of American Baptist Churches USA, ABHMS answers God's call to live out Christian faith and transform individuals, congregations, and communities through developing Christ-centered leaders, networks and programs committed to witness and evangelism, social justice, discipleship, and mission work across the United States and Puerto Rico. ABHMS' mission emphases are supporting discipleship, building community, seeking justice.

OVERVIEW

In collaboration with staff and the Board of Directors, the Executive Director's foremost responsibility will be to continue, build upon, and expand ABHMS' mission and ministry. This will involve developing collaborative working relationships with our American Baptist and other ecumenical partners by sharing vision, information, and programmatic ideas.

RESPONSIBILITIES

The major responsibilities of the Executive Director will be to strategically position the organization in the following areas for success in its work on into the future.

Denominational and Corporate Duties

- Work collaboratively with the Board to ensure its active involvement and support for a comprehensive programmatic, financial, and fundraising agenda for continued organizational effectiveness.
- Serve as Chief Executive Officer (CEO) of the Corporation. Have all necessary authority to manage the Corporation, subject only to policies that may be adopted by the Board, and be responsible to the Board for such operations. Act as the duly authorized representative of the Corporation in all matters, and perform all duties incidental to CEO of the Corporation.
- The Executive Director serves as a National Secretary of ABCUSA.

Internal Organizational Leadership

Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

- Lead, engage, and manage an accomplished, dedicated, and collaborative staff and volunteers.
- Promote an open and transparent work environment.
- Build relationships of trust, responsibility, and accountability.
- Assess and evaluate personnel alignment and organizational infrastructure.
- Enhance human resources processes, staff development, and training.
- Develop staff policy in overall planning, and keep the Board informed regarding the same.

Strategic Planning

In collaboration with the Board of Directors, senior staff, denominational, and community partners, maintains an ongoing rigorous and thorough strategic review assuring alignment of its mission, values, programmatic goals, content and organizational structure.

- The review should examine program offerings, ensuring optimal training methodology and staff alignment to implement missional objectives.
- Assure that the strategy achieves its mission and makes consistent and timely progress.

Fundraising

Work with the Board of Directors and staff to develop and implement long-range fundraising plans that will significantly enhance a stronger, sustainable base of support among our existing and potential American Baptist constituents and outside foundations, corporations, local and state governments, individuals and partnering organizations.

Marketing, Communications and Constituent Relations

In order to establish, strengthen, and maintain ABHMS' visibility and relationships with our various constituencies, the Executive Director will ensure the consistent flow of timely and valuable information concerning the ongoing fulfillment of ABHMS' mission priorities. The mission priorities will incorporate a means for establishing and maintaining relationships with philanthropic and corporate funders, community, government and business leaders and media representatives to expand their knowledge of work.

Financial Management and Legal Compliance

The Executive Director will be responsible for developing and maintaining sound financial practices.

- Employ long term planning to ensure that adequate funds are available to enable ABHMS to carry out its mission.
- Continue to conduct the finances utilizing the best practices of transparency, prudence and accountability including the development and achievement of the annual budget and long-range plan.
- Ensure compliance with investment policy and provide investment oversight to the endowment fund.
- Oversee operational controls, systems and technology and develop and maintain key financial and management information reports.
- Work with staff and Finance Committee to prepare an approved budget and to operate within its constraints.

QUALIFICATIONS AND EXPERIENCE

- **The Executive Director must be a member in good standing of a church in relationship with the American Baptist Churches USA.**
- Candidates should have a track record demonstrating strategic and entrepreneurial success.
- Candidates will have experience with and an appreciation for the cultural, theological, racial, ethnic, and economic diversity embodied in the ABC family.
- Candidates will have a minimum of seven years of experience within church and/or non-profit sector that demonstrates success as a steward of responsible growth. This experience should include working with a broad range of constituents.
- Candidates will have experience with broad range of communication strategies and methods and will possess excellent written and oral communication skills.
- **A Master's Degree is required.**
- Candidates will demonstrate leadership ability in strategizing in collation building which will include strong collaborative management and supervisory skills.

The American Baptist Home Mission Societies has retained the search firm of **Professionals for NonProfits** to recruit for the Executive Director position.

If interested, please forward your resume and responses to the pre-screening questions to:

Juanita Hawkins
Executive Recruiter
Professionals for NonProfits
jhawkins@nonprofitstaffing.com