



Job Posting Announcement

Join a vibrant, faith-based nonprofit organization that is meeting needs around the world.

Position: **Associate Executive Director for Global Mission**

Location: **King of Prussia, PA**

Category: **Full Time**

POSITION OVERVIEW

International Ministries (IM) is seeking an Associate Executive Director (AED) for Global Mission. This position is responsible for leading and providing oversight for IM's Global Mission Team (GMT). The GMT provides guidance, care and leadership for IM's global mission personnel and programs and liaison with IM's partners. The AED of Global Mission works closely with and supervises IM's Area Directors (ADs), World Relief Officer and Missionary Personnel and Services Team, which includes Vocational Development and the Short-Term Mission Team. This person collaborates with the other AEDs on the Executive Directors' Council (EDC) to monitor and track compliance with the strategic operational plan, *Responding to The Call*. The Executive Director / CEO and AEDs are also accountable to the Board of Directors.

RESPONSIBILITIES

- Direct the global mission program operations to ensure consistency with IM's principles and priorities and alignment with IM's financial resources.
- Stay sufficiently informed about the work of each AD to be able to step in, as needed, to:
 1. provide information needed by other teams and/or constituents,
 2. provide services to global personnel and/or partners and
 3. provide direction to ADs' administrative assistants.
- Lead GMT meetings, ensuring that all minutes and personnel votes are properly recorded.
- Lead the design and implementation of new mission programs while ensuring the quality and vitality of current mission programs.
- Ensure tracking and reporting of program outcomes.
- Exercise authority in the absence of, or at the direction of, the CEO.
- Communicate effectively, in a timely and accurate manner, the global mission information necessary for the EDC, GMT and Board of Directors to make informed decisions.
- Manage financial performance of the GMT, including developing the annual budget and managing the monthly financial statements for the global mission team.
- Cultivate relationships with partner and constituent organizations to enhance IM's mission, vision and values.
- Direct management of the grant process, providing oversight to the World Relief Office especially in its One Great Hour of Sharing educational and promotional effort and its collaboration with ADs and global personnel in the development and oversight of projects.
- Design and execute the annual Conference for Missionaries.
- Travel and preach as a pastoral representative of IM.
- Participate in fundraising events and conferences (the World Mission Conference, Biennial Mission Summit, etc.).
- Assist other teams in understanding the impact of organizational actions on personnel, programs and partners in the field and in interpreting field activities for constituents.

QUALIFICATIONS

- Master's Degree in theology with an emphasis on missiology and mission history studies; Doctorate preferred
- Ordination preferred
- Membership in an American Baptist church required
- Minimum of five years of experience in cross-cultural, in-residence international mission work
- Minimum of five years of experience in senior nonprofit management that includes supervisory responsibilities
- Minimum of five years of experience working with any part of IM's constituency

ADDITIONAL KNOWLEDGE, SKILLS and ABILITIES

- Fluency in two or more languages preferred
- Extensive global travel experience required
- Strong written and oral communication skills
- Ability to lead with transparency and integrity, relying on experience and judgment to accomplish goals
- Budget management skills including preparation, analysis, decision-making, monitoring and reporting
- Strong organizational abilities including vision planning, delegating, mission program development, administration and task facilitation
- Ability to convey IM's vision, mission and values to staff, board, volunteers, churches and regions
- Knowledge of fundraising strategies and donor relations unique to IM
- Ability to motivate and engage diverse volunteer and donor groups
- Ability to work effectively on teams and in a multicultural, collaborative environment
- Ability to mentor, provide direction, supervise and coach for performance management
- Ability to resolve conflicts with positive outcomes
- Proficiency in virtual communications

To apply, email HR@internationalministries.org with a current resume and supporting documentation for further evaluation of qualifications and experience. We would appreciate a cover letter surmising why this position is of interest to you and your applicable talents. We also require three letters of reference, to include a pastoral reference. Thank you in advance for your consideration of joining IM's mission.

International Ministries is an EEO employer and provides a comprehensive and flexible benefit package. A detailed Job Description of this position is available upon request.

International Ministries, founded in 1814 as the American Baptist Foreign Mission Society, works cross-culturally to invite people to become disciples of Jesus Christ and to proclaim, through both word and deed, God's reign of justice, peace and abundant life for all creation.