



## EXECUTIVE DIRECTOR

<b>Job Title</b>	EXECUTIVE DIRECTOR
<b>Job Type</b>	Full time
<b>Job Location</b>	GRN USA Headquarters
<b>Reports to</b>	The Board of Directors of GRN USA
<b>Supervises</b>	The Management Team and USA Base Leaders.

### Position Objective

The Executive Director (ED) of GRN USA (the Mission) is responsible for implementing the vision and strategic plan of the Mission and to oversee the daily operation of the GRN USA Center, Bases, and Field Operations, giving both practical and spiritual leadership to the Members of the Mission and its programs.

The Executive Director holds an ex-official position on the International Leadership Team. By virtue of GRN USA's contribution to the global ministry through finance, training and technical support etc., the USA Executive Director inevitably gets involved in a range of international matters. The ED represents the Mission in all legal and government related matters.

### Duties and Responsibilities

#### Leadership

- Ensure that the ethos, vision, and policies of the Mission, according to the Constitution and Mission Handbook are maintained.
- Liaise with the Board Chair to facilitate the smooth and effective operation of the Board.
- Provide spiritual leadership and pastoral oversight for all staff members.
- Encourage staff to develop their skills through appropriate training and experience.
- Communicate with the International Director, other National Directors, Global Ministry Coordinators, and other overseas personnel as appropriate.
- Respond to requests from the International Council and the International Leadership Team.
- Attend International Council, Regional Team and International Leadership Team meetings, and other events as required. Visit USA bases and GRN USA funded centers regularly.
- Share with other Corporation Members the responsibility of faith for the Mission's financial needs.

**The ED is responsible to make sure that the following necessary responsibilities are performed through the Management Team, staff and volunteers:**

#### Administration

- Direct the daily operations of the Mission in association with the Management Team
- Oversee the development and implementation of administrative policy.

- Manage personnel and operations daily.
- Develop and maintain a database of prayer and financial supporters.
- Define the strategic plan in collaboration with the Board.
- Carry out the projects and programs of the Mission as determined by the Board.
- Communicate with staff concerning Board related and other matters as appropriate.

### **Communications/Promotion**

- Manage correspondence and phone calls.
- Facilitate the flow of information within the office staff, Board of Directors, and constituents.
- Promote the ministry of GRN to churches, missions, Bible Colleges, 'para church' agencies and wherever there is opportunity to:
  - Build the prayer and financial supporter base of the Mission.
  - Recruit new workers.
  - Encourage the use of GRN materials.
  - Develop and maintain a display of GRN materials for visitors/clients to view.
  - Explore other options (e.g., media, publications, etc.) for promoting GRN.

### **Finance**

- Control the fiscal operations of the Mission, ensuring that policies of trusting the Lord for provision, debt, etc., are adhered to in spirit as well as letter.
- Authorize necessary purchases and the disbursement of gift funds entrusted to the Mission.
- Take responsibility for the financial management of the Mission.
- Provide financial reports to the Board as required.
- Help Mission staff with personal support issues.

## **Skills and Experience**

In order to perform this role the ED will be required to demonstrate the following:

### **Essential Criteria**

- Must be able to give both verbal assent to and practical demonstration of GRN USA's vision, core values and doctrine.
- A demonstrated commitment to serving Christ and sharing the Gospel with others.
- Consistent prayer life and a strong relationship with Christ.
- High standards of integrity and godliness.
- Must be physically able to travel internationally where ADA does not exist.

### **Skills Required**

- General management and interpersonal skills.
- Good written and verbal communication skills and the ability to network, preach and teach in a range of different contexts.
- General computer skills.
- Good problem-solving skills, the ability to handle multiple complex issues.
- Ability to handle technical issues, to think strategically, creatively and critically.

### **Experience and Training Required**

- A minimum of a 2 year Bible College certificate program.
- Substantial experience in cross cultural mission.

**Time Required**

The role of the ED is more of a 'ministry calling' than an ordinary job. It is fulltime, and requires the ability to give time above and beyond the requirements of a normal fulltime job. Weekend and 'out of hours' work is common. Overseas and interstate travel is required. (Commonly 8-12 weeks per year).

**All GRN staff and volunteers are expected to adhere to GRN policies and procedures as outlined in the GRN USA Mission Handbook and policy documents.**

**Certification**

I certify that I have read and understand the responsibilities assigned to this position.

ED's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that this job description is an accurate, but by no means exhaustive, description of the responsibilities assigned to this position.

Board Representative: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Job Description Approved by:</b>	
<b>Date Approved:</b>	
<b>Last Reviewed:</b>	