



^{U.B.}David + ^{H.L.B.}Jonathan Inc.

POSITION DESCRIPTION

EXECUTIVE DIRECTOR, ALBERTA/BC

POSITION PURPOSE:

The purpose of this position is to manage this regional ministry effectively and efficiently so that more young people will be disciplined into becoming people “after God’s own heart.” This will be accomplished by managing the office operation and its staff and volunteers, promoting the ministry to appropriate publics and strategizing ways to expand the program to include more students.

ORGANIZATIONAL FRAMEWORK:

This position is directly responsible to the President of U.B. David & I’ll B. Jonathan, Inc. who makes this appointment following ratification by the Board of Directors. The Executive Director will be a member of the President’s Team and will relate to other executive directors and members of this Team as a fellow staffer. If additional staff are required for this ministry area they will be responsible to this position and will be appointed by this position, following the approval of the President. Existing organizational policies apply to this position.

FINANCIAL FRAMEWORK:

The Executive Director will be on the payroll with a salary agreed upon with the President. This figure will be reviewed annually. The Executive Director will be responsible to raise personal support sufficient to cover his/her salary within at least one year of appointment. As far as possible, this position is also expected to raise funds for the ministry costs of this regional centre.

SPECIFIC TASKS:

1. Manage the office operation and physical facility with the assistance of the Office Manager – correspondence, records, finances, donor receipts and letters, equipment purchase and maintenance, computer operations, legal and government requirements, facility rental, reports, student awards, inventories and supplies.
2. Assist the Office Manager in recruiting/training volunteers, as needed.
3. Provide pastoral ministry especially to our students who may not be church connected, primarily by ensuring that their personal questions are responded to well.
4. Promote the ministry to our publics through p.r. materials, correspondence, newsletters, phone and e-mail communication, church and organizational presentations, personal networking and other means which raise public awareness and expand the numbers of students using our materials.
5. Find and implement ways to make our program increasingly effective for greater numbers of students. This could include working with Bible colleges to negotiate scholarships and awards.
6. Expand our outreach in B.C. through establishing a working volunteer group (or groups) who can handle lessons within that province and recruit additional students there.
7. Raise personal and organizational support through good donor and prayer partner relations.
8. Draw up an annual budget for this ministry area and work within its parameters when approved.
9. Provide assistance to other D&J staff, as needed, particularly in handling support funds and payroll for those residing in Alberta.
10. Serve on the President’s Team, providing reports and participating in organizational decisions at this level.