

International Ministerial Fellowship
Executive Director
Job Description

Position Title: Executive Director

Accountable to: International Ministerial Fellowship (IMF) Board of Directors

Primary Objective of Position:

To provide effective leadership and direction to all personnel in the achievement of established goals and development of programs to carry out the ministry's goals and mission. Serve as the principal representative of IMF with regard to member ministries, churches and community relations in promoting IMF, including financial and staff development.

Major Areas of Accountability:

General IMF Staff Requirement: Responsibility to maintain a life of faith in God, to meet the need of family, and to function as a member of good standing in a local church.

1. Provides positive and effective leadership for management personnel in determining and establishing operating policies, overall ministry goals and objectives, and plans and programs for their achievement.
2. Establishes and maintains a sound plan of corporate organization for the ministry which will sustain continued growth towards meeting established ministry goals and ensuring financial stability.
3. Staffs key management positions with qualified and competent personnel and clearly defines and communicates their areas of accountability and reporting relationships.
4. Prepares with the Chairman of the Board the proposed budget for each year, presents it to the Board, and is responsible for raising the annual budget as projected.
5. Regularly and systematically monitors and evaluates program results, operations and development, compares results with forecasts and budgets, and promptly takes any corrective action required.
6. Keeps currently informed of the organization's financial status and initiates corrective action in response to any adverse developments.
7. Is an ordained or licensed minister of IMF authorized to perform all sacerdotal services, and performs pastoral duties such as preaching, Bible teaching, leading worship and prayer, conducts weddings and funeral services. Also, as an ordained minister, makes self available for other on-call requests for aforementioned sacerdotal functions.
8. Responsible for seeking, evaluating, and undertaking new member ministry activities and programs; collects data which identifies and addresses the needs of the Fellowship; conducts and develops plans and recommendations for new resources and services.

9. Maintains ongoing communication with the IMF Boards, Fellowship members and governmental groups (as required), as well as with providers and users of services (individual members, member churches, contract and alliance organizations).
10. Works with Board of Directors in establishment and definition of IMF's mission; formulates, recommends, and evaluates policy in relation to mission.
11. Provides staff support to Board of Directors; serves as staff representative on designated Board committees; attends Board of Director meetings, and as Executive Director bears responsibility for reporting and communicating the results of program outreach and the status of development and business affairs.
12. Serves as chief IMF public relations and development representative; consults with private and public sources regarding funding; provides leadership and participates in the functions of the Board and non-Board committees.
13. Responsible for assuring the adequacy of IMF's physical facilities and equipment to handle the level of member participants.
14. Reviews, evaluates, and gives final approval to all proposed major changes in ministry operations, policies, plans and programs.
15. Reviews and gives honest, forthright performance to key personnel commending exceptional performance when merited and makes constructive suggestions for improvement when appropriate.
16. Assures that personnel policies, salary administration and employee benefits program are progressive, equitable, competitive and fairly administered.
17. Deputized Fundraising
 - 1) Each ministry staff member of IMF is responsible for raising their own financial compensation package which consists of the following:
 - A. Annual salary
 - B. Benefits
 - C. Travel
 - 2) IMF does not retain any funds at this time from its ministry staff deputized donor support. Some Christian mission/ministry organizations do withhold up to 14%, but provide some benefit such as FICA and some medical. This is a developing process for IMF. Currently we follow the compensation guidelines for ministry staff as published by an international para-church organization. Salary caps being regulated by factors such as single, married, kids, years of service, special merit.
 - 3) IMF provides opportunity for ministry staff to receive training and deputized fundraising. Moreover it provides all donor support services to its ministry staff.