



<b>Job Title:</b>	<b>Executive Director (or Pastor)</b>	<b>Job Category:</b>	Exempt
<b>Location:</b>	Central Missions – All Church	<b>Travel Required:</b>	Limited
<b>Reports to:</b>	Lead Pastor	<b>Position Type:</b>	Full Time

**Job Summary: The Executive Director, working closely with the Lead Pastor and the leadership staff of New Life, assumes the responsibility to execute all business operations of the church in alignment with the mission, vision, and values of New Life. The Executive Director will ensure that the strategies of the church are executed with excellence through staff and volunteers according to plan and budget.**

**Job Duties:**

- Participate in the annual strategic planning process including review of the mission, vision, values; development of key objectives and tactics; establishment of multi-year goals. Be an implementer of the vision.
- Ensure that the organizational structure and budget are aligned with the strategic plan.
- Ensure operational readiness of the church to achieve its stated goals. Work with the Central Services team to ensure good communication and planning necessary to achieve stated goals.
- Provide direct oversight of the Next Generation Director in support of the all-church next generation programs.
- Oversee the ministry operations of Pine Trail Camp.
- Administer and strategically implement church procedures to promote culture and vision while reaching ministry goals. Assist with recommendations and development of administrative policies and procedures where needed.
- Assist Pastoral leadership with church property expansion including capital fund raising campaigns, relationships with architects, contractors and others in building, remodeling, and equipping church facilities. Oversee the insurance/risk management needs of the church and implement risk management programs to ensure the safety and security of our staff, congregants, and facilities.
- Participate in staff, committee, and board meetings as needed; represent the Lead Pastor at requested meetings.
- Provide project management as assigned and other duties as required for leadership.

**Skills/Qualifications:**

- A spiritually mature Christian in full agreement with New Life's statement of faith; strong desire to serve Christ and His church.
- Business degree is a plus; a minimum of 7-10 years of management, administration, and financial experience.
- Excellent organizational, analytical, financial, and communication skills.
- Proven track record of meeting and exceeding goals.
- Proven ability to meet deadlines, develop and implement program policies and procedures, and manage changing and competing priorities.
- Outstanding leadership and interpersonal skills. Someone with a business mind and a pastor's heart. Highly relational and able to manage people with different personalities, skill sets, and backgrounds.
- Expertise with standard office equipment, technology, information systems and web platforms.
- Experience negotiating contracts, leases, or agreements.
- Strategic thinker; proven track record of casting and implementing vision (with various generations).
- A strong collaborator, coordinator, and an implementer. Demonstrates tact, discretion, and ability to handle sensitive and confidential matters.
- Must be legally authorized to work in the United States.