

Proposal for

# **Executive Director**

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## Job Description

### Executive Director

#### OVERALL OBJECTIVE:

Responsibility and authority to lead M-DAT's Leadership Team in making M-DAT the best provider of quality mission resources on the internet and in maximizing our influence on the one million unique visitors who will benefit from our websites during the next five years.

#### REPORTS TO:

The Executive Director will report to the Board of Directors, and not to any one individual person. All M-DAT employees and volunteers will report to the Executive Director.

To lead M-DAT's next stage of development, the Board of Directors established a three person leadership team to guide the ministry. The Executive Director, the Director of Operations and the Director of Program Services will work together as equals in defining M-DAT's goals and objectives, budget and financial matters and in the development of the Program services. The Executive Director will lead this team in using their respective strengths to advance the ministry and influence of M-DAT.

#### WORK COMMITMENT:

Full-time (average of 40-hrs per "normal" week), with reasonable travel as required.

#### ONGOING RESPONSIBILITIES:

##### In communications, the Executive Director will:

1. Communicate clearly and effectively through print and verbal forms about M-DAT's vision and services.
2. Network with short-term mission leaders, mission mobilizers and mission leaders to help them better appreciate and make use of M-DAT's services.
3. Establish sound working relationships and cooperative arrangements with mission organizations and the ministries that help them.
4. See that the board is kept informed on the condition of the ministry and all important factors influencing it so that they may wisely direct and pray.

##### In program development and operation, the Executive Director will:

1. Guide the Leadership Team in making M-DAT the best provider of quality mission resources on the internet.
2. Maintain a working knowledge of current significant developments and new ways in which God is working through both short and long term missions.

##### In the financial and legal affairs of the ministry, the Executive Director will:

1. Raise organizational funds and develop revenue streams to ensure that adequate funds are available for the growth of the ministry.

2. Insure that the ministry continues to operate under sound financial practices and submits all necessary financial reports to the appropriate governmental agencies.
3. Insure that a balanced budget is developed each year and that the ministry operates wisely within those budget guidelines.
4. Jointly with the Board of Directors, conduct the official correspondence of the ministry, execute legal document and insure that are necessary registrations and reports to governmental agencies are current.

**In relations with staff, the Executive Director will:**

1. Oversee the Director of Operations in the recruitment, employment, training and release of all paid staff and volunteers.
2. Encourage staff development and education, helping them to understand how their specialized work advances the ministry.
3. Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.

**GOALS for the FIRST YEAR:**

- To discover personal support commensurate with established income goals.
- To guide the leadership team in formulating it's 5-year development plan
- To get acquainted with M-DAT's existing networks and partnerships

**QUALIFICATIONS AND REQUIREMENTS:**

**Success at this job requires...**

- Good verbal and written communication skills including excellent ability to articulate program, vision and purpose of ministry
- Interacting with people in person, in writing and by phone in a professional, confident, and friendly manner
- Collaborative leadership skills coupled with managerial skills
- Proven fund raising experience
- Strong computer skills including experience with Microsoft Word, Excel, and PowerPoint
- A college degree or equivalent experience
- Strong internet and email skills; blogging and social media experience is a plus.
- Attention to detail
- The ability to handle multiple projects at the same time.
- The ability to anticipate the needs and potential of the organization
- Self-starter
- Completion of the Perspectives on the World Christian Movement course
- A personal relationship with Jesus Christ as Savior and a testimony of continued growth in faith
- Spiritual maturity as defined by traditional Biblical Standards

**If this opportunity sounds like a situation that fits you and your skills, please take a few minutes to learn more about M-DAT and its services through <http://www.mdat.org> and then email [davida@mdat.org](mailto:davida@mdat.org) for an application!**

Contact David Armstrong: [davida@mdat.org](mailto:davida@mdat.org) 479-524-9110

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# Appointment Process

## Time Line and Process for Appointment

### Application, Interviews and References

- Request, fill out and return the application form.
- References will be contacted.
- Interviews by phone and in person will be conducted.

### Appointment (*Official Call to the Ministry*)

- Appointment: Pending acceptance and effective at a date to be determined, the candidate would be officially appointed as the Executive Director for Mission Data International. There is flexibility depending on the availability of any particular candidate.
- Approval of Start-Up Budget (sample included with this document): A start-up budget will be designed around a candidate and will be approved by the M-DAT Board.

### Job Orientation

- Orientation to the ministry and the Executive Director responsibilities will be provided. The degree of need, the amount of time or the resources chosen for the orientation will be determined based on the experience and qualifications of the candidate. The following are suggested areas for orientation or training:
- Support Discovery Training - We recommend attending one of the support development training programs, such as is offered by Boot Camp, if they haven't done so before.
- Mission Data International - Work with the Leadership Team to transfer documents and resources, and come up to speed on the processes and common activities of the ministry.

### Support Discovery and Work Load

The following dates, dollar amounts, work hours, and locations are suggestions and provide a platform for discussion.

- Effective upon official appointment, begin the support discovery process
- Employment start date: As soon as possible
- Hours/week will increase dependant on progress of support discovery
- Projected full-time date: within 18 months of appointment

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# Salary Package & Benefits

## Executive Director

### Salary Package and Benefits:

**Annual Salary:** Amount to be determined based on demographics and experience. A range of \$40,000-60,000 is suggested.

**Benefits:** To be developed and coordinated by the Board of Directors

**Total Support Package:** Annual Salary and benefits combined

Discovering adequate funding to cover salary, benefits and some ministry expenses for the position of Executive Director will be the primary focus when the candidate is appointed to this position. Funding for this position will come from individual and church support. It will not come from monies generated from M-DAT activities.

If one proposes arranging funding through grants or other mechanisms, a long term ongoing funding model will need to be discussed and negotiated with the M-DAT Board.

### Location:

The M-DAT Board of Directors will negotiate the geographical location of the office of the Executive Director.

**Phase 1 - Startup Phase** –M-DAT has set an aggressive goal for full funding of the Startup Phase for the position of Executive Director to be realized within three months of appointment, though it is recognized that this could take longer.

This phase is from the appointment date of the Executive Director until he/she reaches monthly support adequate to meet the agreed upon Phase 1 budget. The Phase 1 budget will include startup costs (laptop, projector, etc.) and monthly expenses (internet, cell phone, postage, etc.) The following conditions apply:

- No salary is paid during this time.
- All giving during this period is paid to M-DAT. M-DAT will track these donations and this information will be reviewed monthly by the M-DAT Board. These funds will be used to reimburse the agreed upon Phase 1 budget items.
- Reimbursement will be based on actual expenses.
- Unused funds relating to Phase 1 will be carried over to the second Phase of fund development.

**Phase 2 – Achieving Full Support** – This phase may last up to 24 months, dependent upon God's provision. During this phase, the prospective Executive Director's first priority will be raising his support. Once he has sufficient funding coming in to cover half of his salary, he may begin functioning in the role of Executive Director, incrementally increasing his time dedicated to his tasks as Executive Director as funds are raised and as time permits.

This phase begins when the Phase 1 startup costs have been met and an ongoing monthly budget which includes monthly expenses, salary & benefits has been negotiated with the Board.

- As M-DAT receives funds for the Executive Director, they will be paid out in the following order based upon current support level.

- Support development and ministry expenses
  - Employee Benefits
  - Salary
  
  - *For example, if the Executive Director has \$3,000 a month in committed support coming in and his monthly expense are \$300 with benefits at \$900, the Exec. Dir. is left with \$1800 a month which could be received as wages.*
- During this entire phase, the Executive Director will continue to focus on raising support with the goal of reaching the 100% support mark.
  - The salary will be adjusted periodically as monthly giving grows. The decision to make these changes will rest with the M-DAT Board.
  - This phase ends when the Executive Director is at 100% of the agreed upon ongoing monthly support amount.

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# Sample Start-up Budget

**\$8,869:** Based on a 12-month period

<b>Equipment</b>		<b>\$1,700</b>
Laptop Computer	\$1,500	
All-in-one Printer	\$ 200	
<b>Software</b>		<b>\$ 140</b>
Windows 7	\$ 70	
Office 2010	\$ 70	
<b>Office Supplies</b>		<b>\$ 700</b>
Desk & Chair	\$ 400	
Filing/Storage	\$ 150	
Consumables	\$ 150	
<b>Support Discovery</b>		<b>\$3,749</b>
Training	\$ 300	
Business Cards	\$ 75	
Prayer cards	\$ 350	
Mailings	\$ 412	
(200 @ 0.172 monthly x 12)		
Appointments	\$ 2000	
(Mileage, food, etc.)		
Events***	\$ 612	
(Registrations, etc.)		
<b>Communications (working remotely)</b>		<b>\$1,080</b>
Monthly amount to cover ministry part of phone and internet services while working remotely		\$ 90
<b>Travel</b>		<b>\$1,500</b>
Conferences	\$1,500	
(air, car, hotel, food)		

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