

JOB DESCRIPTION:  
EXECUTIVE DIRECTOR

*General Description*

The Executive Director of the Exodus Global Alliance (EGA) assumes overall responsibility for the running of the EGA office. He/she is responsible for the development of Exodus Global Alliance. He/she is responsible for supervising all office staff members (including hiring/firing and annual reviews), serves as the main public relations person for Exodus Global Alliance (international media, including print radio, TV), and is the main fund-raiser for the organization. This person is responsible to the purpose of Exodus Global Alliance directing the affairs of EGA and promoting its operations, according to the guidelines set by the Board of Directors and in consultation and cooperation with the EGA regional offices.

*Primary Areas of Responsibility*

A. General Administration

- Oversees the management and administration of the International Office
- Ensures that EGA remains faithful to its mandate, policies, and values.
- Supervise general office staff and activities
- Lead weekly staff meetings and conduct annual staff reviews
- Responsible for hiring/firing staff
- Plan and execute annual and long-range ministry goals/activities
- Represent Exodus Global Alliance in international decisions/disputes/meetings
- Serve as an active member in all EGA board meetings
- Report monthly to EGA board on overall ministry activities
- to manage the international budget ensuring the flow of resources, materials, equipment, funds, and personnel.

B. Board Duties

- Member of the EGA Board
- Serves as the liaison from the EGA Board to the Regional Offices keeping them informed, updated and consulted regarding the affairs of EGA.
- Works with the chairperson of the International Board, setting and planning meetings and agendas.
- Work with Canadian advisory board – provided the ministry remains in Canada

C. Public Relations

- Give media interviews as chief spokesperson for Exodus Global Alliance
- Speak at conferences and seminars on Exodus-related issues
- Write free-lance articles on Exodus Global Alliance for international magazines/newspapers

- Write/edit newsletters
- Oversee editorial content of Exodus Global Alliance website
- Publicize the makeup, activities, changes, and strategies of EGA so the EGA Regions and public have an accurate perception of EGA.
- Communicate and coordinate with the regional organizations and developing regions/new projects.
- Represent Exodus Global Alliance to the Christian and secular community.

D. Finances/Fundraising

- Write financial grant requests to private foundations (budget: \$100,000 year)
- Supervise periodic financial appeals to mailing list
- Develop annual budget (subject to review/approval by board of directors)
- Maintain accounting controls that exhibit solid financial responsibility as set forth by the board of directors.

E. Mission Development

- Recruit individuals to serve as missionaries/lead Regional Offices
- Oversees application and acceptance process
- Provide assistance with support development for missionaries/developing regions
- Establish partnership and projects with other ministries

F. Regional Development

- Aid in the development of new Exodus Regions.
- Help existing regions when asked/where needed
- Work with the Ministry Team of Directors

G. International Conference

- Oversee the coordination and planning of the conference.

**Accountability:** The person filling this position is responsible to the Exodus Global Alliance board of directors.

**Requirements (mandatory):**

- Minimum five years experience in leadership role (e.g. business, Christian ministry)
- Freedom from immoral sexual behavior for a minimum period of five years (sex, phone sex, internet sex, pornography, compulsive masturbation and problematic emotional/relational behavior including emotional dependency)
- Exemplary reputation in the Christian community
- Conflict and management skills
- Written and oral communication skills

- Unreserved agreement with Exodus Global Alliance’s policy and doctrinal statements
- Demonstrated expertise in fund-raising
- Ongoing commitment to, and accountability in, a local church

***Requirements (desired):***

- Minimum two years experience in granting media interviews
- Demonstrated expertise in basic writing and financial computer programs (e.g. Microsoft Word, PageMaker, QuickBooks, Excel, Outlook Express)

***Initial Salary Range: \$60,000 USD***