

Executive Director Job Description

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About Impact Ministries

Impact Ministries is a Christian non-profit organization dedicated to transforming lives in Guatemala through Christ-centered education. We provide education, medical care, nutrition, and spiritual guidance to children and families in underserved communities. Impact Ministries operates schools in Guatemala, supported primarily through donations from Canada and the United States.

Impact Ministries hosts multiple short-term mission teams and provides service and discipleship opportunities for North Americans to inspire a deeper commitment to world missions.

Video introduction: [Impact Ministries](#)

Mission Statement

To train Guatemalans for leadership by teaching biblical principles in such a way that they become integrated in their lives and effect spiritual change in their society, and to impact North American Christians for world missions.

Position Overview

Impact Ministries Executive Director leads the IMC (Impact Ministries Canada) and IMUSA (Impact Ministries USA) organizations and provides strategic leadership, vision, and management oversight for the North American organizations. The Executive Director will ensure the organization remains true to its mission of making disciples and supporting the ministry priorities approved by the IMC and IMUSA boards, while fostering strong relationships with donors, partners, and staff. The Executive Director will report to the Board of Directors of the organizations to ensure the ministry's mission is achieved and the organization remains financially sustainable and spiritually grounded. The Executive Director will serve as the bridge between the ACMI (Asociación Cristiano Ministerios Impacto) leadership and the North American staff and supporters. This role requires a dynamic leader who is passionate about Christian ministry, education, and cross-cultural missions work.

Position Details

<p>Reports to: IMC Board of Directors IMUSA Board of Directors</p>	<p>Hours Per week: Full-time Compensation: \$80,000 - \$100,000 CDN (Dependent on experience/education) Annual COLA: Yearly cost-of-living adjustments are provided on top of standard salary increases Benefits: A flexible benefits package is available</p>
<p>Directly Supervises Leadership Team: IMC Operations Manager IMC Finance Manager IMUSA Operations Manager IMUSA Finance Manager</p>	<p>* Interested? <i>Please submit a Comprehensive CV and Cover Letter to HR@impactministries.ca, as well as filling out the Impact Ministries Executive Director Candidate Profile Form</i></p> <p>* Questions? <i>Please contact HR@impactministries.ca</i></p>

Key Responsibilities:

1. Leadership and Strategic Planning:

- Strong communicator, articulating the vision, mission, and values of Impact Ministries.
- Clearly articulate the biblical basis of missions and take into account the future of missions while staying current with missiology, missions opportunities, and global events.
- Effectively manage diverse theological and missiological perspectives ensuring that the core values of Impact Ministries are maintained, preventing mission drift.
- Develop and implement long-term strategic plans in the fundraising operations of Canada and the United States in support of the growth and sustainability of the organization's programs in Guatemala.
- Foster a culture of excellence, spiritual integrity, collaboration and leadership development within the organization.
- Effectively lead via envisioning, planning, supervising, and evaluating.
- Recommend new or revised systems, methods, programs, and procedures to improve efficiency and effectiveness.
- Build partnerships with other Christian organizations, NGOs, and governmental bodies that align with the ministry's values.
- Become knowledgeable of and apply appropriate laws, regulations, and administrative policies to situations that expose the ministry to risk (legal, financial, ministry, morale or reputational).

- Serve as the liaison between Impact Ministries and legal consultants when necessary.
- Employ risk management strategies to minimize unacceptable levels of risk, while managing the tension between ministry risk and legal and financial risk.
- Ensure compliance with all Impact Ministries policies and procedures.
- Carry out management responsibilities as assigned by the Board of Directors

2. Fundraising and Donor Relations:

- Liaise with the leadership in Guatemala, ensuring the ACMI 5-year plan strategies are funded and supported.
- Develop and execute through operational management various comprehensive fundraising strategies, including major gifts, grants, sponsorships, and events
- Lead the organization's fundraising efforts, cultivating relationships with key donors, foundations, and churches primarily in Canada and the United States.
- Collaborate with marketing and communications teams to create compelling donor outreach and engagement campaigns.

3. Financial Management:

- Ensure financial accountability and sustainability, working closely with the finance team to manage budgets, in financial planning, and reporting.
- Oversee the development and execution of the annual budget and financial forecasts for the operations in Canada and the United States.
- Implement financial strategies to optimize resources and manage risk effectively.
- Work with Financial Managers to prepare for and respond to the annual audit, as well as implement the board recommendations that may come out of the auditor's report.

4. Board Engagement and Governance:

- Partner with the Board of Directors to ensure the organization is aligned with its vision, mission and values and constantly maturing towards best-practices in its governance.
- Provide regular updates to the Board regarding organizational performance, financial health, program impact, and strategic initiatives.
- Serve as the primary point of contact between the Board, staff, and external stakeholders.

5. Human Resources and Staff Development:

- Provide leadership to management teams in all locations, including finance, operations, human resources, and program development.

- Build an effective leadership team by facilitating strong collaboration, fostering understanding of organizational interdependencies, and guiding strategic decision making throughout the organization.
- Ensure that qualified staff are recruited, hired, trained and developed.
- Resolve disputes via proactive initiatives, trouble-shooting and mediation.
- Provide pastoral care for the Leadership Team and foster their professional development.
- Communicate regularly with the Leadership Team, including oversight of their ministry responsibilities and adherence to organizational policies and procedures.
- Ensure that Impact Ministries adheres to local labor laws, organizational policies, and best practices in all countries where it operates.

Qualifications:

1. Education & Experience

- Bachelor's degree in Theology, Missiology, Business Administration or equivalent experience
- Experience in international cross-cultural ministry and senior management experience (or equivalent) is an asset.
- Fluency in English is required; proficiency in Spanish is highly desirable.

2. Character

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world.
- Be connected to, invested in and accountable to a local church, recognizing that the church and not any ministry, is the God-given home for our spiritual well-being.
- A deep personal faith in Jesus Christ and alignment with the mission and values of Impact Ministries.

**The functions and responsibilities contained in this Position Description are not all inclusive and other duties and requirements may be assigned.*