



KINDLE Executive Director Position Description

POSITION PURPOSE STATEMENT

The Executive Director's role is to lead KINDLE, working with the staff, volunteers and Board of Directors to achieve its vision and mission. This is accomplished by building a strong financial and operational foundation that strengthens the existing base of supporters and volunteers while developing program services, relationships and sources of income to fund the ministry. In pursuit of this role, the Executive Director reflects the passion, integrity, and joy of being a Christ-like servant leader.

PRIMARY RESPONSIBILITIES

1. Leads the development of a dynamic organizational vision of fostering and multiplying Christ-like servant leaders that moves KINDLE forward in alignment with its Strategic Direction.
2. Assures that adequate resources exist to support the mission of KINDLE, including multiple revenue streams resulting from development and fund-raising efforts.
3. Works closely with the Board of Directors in policy formation, fundraising, recommendations for new Board members and helping the Board grow as Christ-like servant leaders.
4. Foster relationships with similar, like-minded organizations as well as Church-related leadership (i.e. District Presidents, Pastors, Concordia University System personnel) who can support the mission and vision of KINDLE.
5. Refines and implements an effective operational structure which is staffed by a team of highly qualified and motivated individuals.
6. Oversees the work of all staff, both remunerated and volunteer, ensuring that all operational efforts are aligned with the Strategic Direction and Policies of KINDLE.
7. Ensures that there is a transparent and timely process for the development and implementation of KINDLE's annual budget.

OTHER QUALIFICATIONS & ATTRIBUTES

EXECUTIVE FUNCTIONS

1. Demonstrates ability to motivate, inspire and paint a vision of KINDLE's Mission and Strategic Direction in a compelling manner.
2. Can operate within a policy-based governance system.
3. Communicates with the Board of Directors in a clear, accurate, and open manner.
4. In cooperation with the Board of Directors, can gauge KINDLE's effectiveness in pursuing its Strategic Direction, and lead where change is needed.
5. Serves as the primary public face of KINDLE.
6. Nurtures a significant network especially at the individual, congregational, district and synod level of the Lutheran Church.
7. Promotes the principles of team ministry and is comfortable leading with a team-oriented perspective.

OPERATIONS FUNCTIONS

1. Convey the DNA of KINDLE (i.e., terminology, concepts, resources, and traditions) in an understandable way.
2. Able to establish and implement an effective fund-raising model that meets KINDLE's annual financial needs and provides new sources of income.
3. Provides leadership to the Operations Council, setting the course for KINDLE's Operations Teams.
4. Provides guidance and support to KINDLE's remunerated staff.
5. Ensures KINDLE's branding, marketing and materials maintain high quality.

ESSENTIAL PERSONAL ATTRIBUTES

1. A Lutheran Christian well-versed in the ministry of the church and congregation life.
2. Supports and lives according to the Core Values of KINDLE, especially its emphasis on Christ-like servant leadership and second chair ministry leaders.
3. Possesses a positive mindset and ability, regarding how to ask potential and current donors for the resources needed to further KINDLE's mission.
4. Models financial support to KINDLE in a manner that reflects exemplary commitment.
5. Is collaborative, communicative, relational, and a team player.
6. Exhibits excellent interpersonal skills and a strong work ethic that includes being self-directed, persistent and creative.
7. Is flexible with their work schedule and can adapt to the needs and requirements of leading KINDLE.
8. Can function effectively within a virtual organization that does much of its work remotely via electronic means.
9. Is knowledgeable regarding the LCMS's understanding of the Office of the Public Ministry and affirming of the role of Commissioned Ministers as second chair ministry leaders in congregational settings.
10. Communicates well and effectively using electronic collaboration tools used by KINDLE.

EMPLOYMENT AGREEMENT DETAILS

In addition to the Position Description above, the following items will also be a part of the Employment Agreement with the Executive Director.

Reporting Relationship: The Executive Director reports directly to the Board of Directors.

Length of Service: A three-year commitment subject to an annual performance review and renewal agreement.

Time Expectations: Compensation is based on 30 hours a week; 50% Development/Fund-raising/Donor Relations; 25% Executive; 25% Operations.

Salary, Benefits and Operating Funds: The Executive Director is given an annual salary, four weeks of paid vacation and is provided with a 3% pension contribution. No health benefits are offered. The Executive Director will have a budget line for expenses as determined by the annual budget.

Salary Range: \$55,000 – \$70,000