

Title: Executive Director

Reports to: Board of Directors

Ministry Overview

Operation Inasmuch is a national nonprofit Christian ministry that employs proven models (such as *Inasmuch Day* – one church, one day; *Inasmuch United* – many churches, one day; and *Inasmuch Life* – many churches, many days) to motivate, train, and equip churches to move their members out of the sanctuary seats and into the streets to serve the neediest in their communities following Jesus' words in Matthew 25.

Operation Inasmuch seeks the spiritual and social revival of churches and communities on both the individual and corporate levels through service. We seek to continue inspiring an ongoing Compassion Revolution in the Church. For nearly 30 years, Operation Inasmuch has prepared churches of all denominations and sizes to truly engage in service wholeheartedly. Churches who have used our methods have seen strengthened community, conversions, and new relationships. When we serve, God works *through* us – and he also works *on* us!

Job Purpose

Lead the Operation Inasmuch ministry to fulfill its purposes by developing services and products, marketing to and enabling churches and other Christian organizations to carry out Jesus' aims for his followers relating to serving people in need and creating sustainable revenue streams to support the ministry.

Primary Duties and Responsibilities

Lead staff and board members to maintain organizational focus on the mission, vision, and values of the ministry.

Initiate, build, and maintain connections with churches and other organizations by all practical means including scheduling and conducting presentations, training events, and attending assemblies, conventions, and other gatherings where these connections can be established.

Lead the ministry's fundraising efforts including maintenance of healthy relationships with individual donors, recruiting new donors and churches to support the ministry financially, and writing grants as well as creating new revenue streams where possible.

Work with staff to create and deliver services and products with associated revenue streams to help support the ministry.

Communicate ministry needs, accomplishments, and opportunities to and meet with the Operation Inasmuch Prayer Team.

Be aware of ongoing trends and the evolving cultural landscape to best prepare Operation Inasmuch to remain engaging to the Church and our communities. Operation Inasmuch isn't interested in conforming to the culture, but we need to be prepared to respond to it, and to operate in it.

Maintain Board relations to include, but not limited to, working with Board Chair to develop agenda for regular Board meetings, providing monthly updates of ministry activities and finances, and developing and overseeing annual budget for Board approval, and generally facilitating appropriate engagement by the Board in the ministry.

Keep the Board informed about any major concerns including personnel, legal compliance, major operational issues or inefficiencies, liabilities, ineffective or unhelpful organizational policies, or other major concerns.

Supervise the office staff and foster an environment of open communications, transparency, and collaboration, and adherence to operational policies.

Assure compliance with all legal requirements including, but not limited to, tax documents, association memberships and required audits and reviews.

Partner with other staff members to communicate the Inasmuch story through all social-media avenues, regular newsletters, and communications with donors and other stakeholders.

Travel outside the Knoxville area ~30% of the time performing these duties and responsibilities.

Qualifications

Faith:

Must be a follower of Jesus Christ and active member of a local Christian church.

Education and Experience:

Bachelor's degree in related field with at least ten years of experience or an equivalent amount of education and experience is required. Master's degree in non-profit leadership preferred.

Knowledge/Skills/Abilities/Training/Systems:

Must Haves:

Must possess strong communication (verbal, listening, and written), interpersonal skills and organizational skills.

Must be a self-starter, reliable and exhibit a strong work ethic.

Must be highly organized with a thorough attention to details.

Must have strong multi-tasking skills.

Proficiency with computer and relevant computer software applications, including Microsoft Word, Excel, PowerPoint and Outlook.

Knowledge and experience in developing streams of income including expanding donor base beyond relationship-based fund raising.

Preferred:

Knowledge and experience in marketing and developing models and products to best meet the needs of the Inasmuch "customer" base, i.e. churches and faith organizations.

Cross-cultural and inter-faith experience and relationship building.

Training and experience in organizational and professional coaching preferred.

Experience with the Inasmuch model of compassion ministry and a personal passion for churches' engagement in their community.