

# Chief Ministry Officer

## Summary/Objective

The Chief Ministry Officer (CMO) is responsible for providing ministry-wide direction of programs that serve the needs of international students, volunteers, churches, and universities. This role involves developing and executing strategies to enhance IFI's overall ministry impact and effectiveness. The CMO will also design, implement and oversee ministry-wide structures, systems, and processes to ensure the effectiveness of IFI's ministry. Additionally, this role requires building partnerships with leaders in ministry organizations, churches, and universities to expand the reach and influence of the ministry. The CMO reports directly to the CEO and is a member of the Senior Leadership Team.

## Responsibilities

The Chief Ministry Officer will (list not all inclusive):

- As a key member of the Senior Leadership Team, the Chief Ministry Officer will play a strategic role in the organization's overall leadership and help guide the ministry's direction and strategy
- Provide ministry-wide direction of programs that serve the needs of international students, volunteers, churches, and universities
- Design, implement and oversee ministry-wide structures, systems, and processes to ensure the effectiveness of IFI's ministry
- Build partnerships with leaders in other ministry organizations, churches, and universities, as well as each IFI ministry location, to expand the reach and influence of our ministry
- Work closely with the Chief Administrative Officer and Chief Development Officer, building collaborative relationships with department heads to ensure cohesiveness between the International Student Ministry, Ministry Support and Fundraising functions
- Directly supervising ministry directors, this leader will be the primary liaison between the CEO, and Ministry Outreach staff and will streamline and filter communications, objectives and directives required to ensure that all established IFI ministries are thriving and effective, while providing direct reports with
  - Individual coaching, oversight, assessments for performance, and expectations for full funding (paid staff)
  - Staff care and prayer, fostering an environment for growth and spiritual health, ensuring staff members are vision driven
- Develop and maintain financial and prayer partnerships for the budgeted needs of the role by sharing the vision of the ministry, ensuring minimum monetary standards are achieved, partner care, and sending out a ministry newsletter at least every other month to partners
- Other duties, as assigned. Duties/responsibilities may change at any time.

## Qualifications, including Spiritual Characteristics

- Adherence to IFI's statement of faith, core values, and policies
- Is faithful, loyal and dedicated to IFI's mandate from the Lord to extend life-changing hospitality and friendship to international students out of reverence for Jesus

- Godly character that follows the examples defined in I Timothy 3 and Titus 1<sup>1</sup>
- Well organized with attention to detail and ability to complete tasks independently
- Be a self-starter, able to work independently, as well as a team player
- Ability to work under stress and be flexible
- Proficient with technology, including Microsoft Office and Google applications
- Ability to hold themselves and others accountable

**Required Education and Experience**

- 5-10 years of international student ministry executive leadership
- Cross-cultural experience preferred

**Position Type, Expected Hours of Work, and Travel**

Work environment can be diverse, such as a home office or campus setting, with permission from the supervisor. This is a full-time, salaried, exempt, deputized-fundraising position. Flexible work hours are available with permission from the supervisor. Work evenings and/or weekends when participating in IFI events may be required. Local travel is expected. Attending the IFI Staff Retreats may be expected, and attending other conferences may be available as well.

**Physical Requirements**

The role requires an employee to frequently sit, stand, walk, and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects that weigh up to 30 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

**International Friendships, Inc. (IFI) is a faith-based organization. Therefore, only those willing to adhere to IFI's statement of faith, core values, and policies will be reviewed for this open position. International Friendships, Inc. is otherwise an equal opportunity employer.**

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<sup>1</sup> self control in matters of food, alcohol, and other addictive substances; free from the love of money; not given to anger; practicing hospitality; committed to loving their spouse, if married, and to discipling children (if the Lord has so granted); a forgiving spirit; tested by difficulties; and knowledgeable of the Word of God