



Executive Director

The Executive Director for the First United Methodist Church of Boise City (the Church) oversees the operations for the Church's multi-campus locations and its missions. The Executive Director is a committed Christian and business-minded ministry leader who leads Church staff and executes the Church's vision. The Executive Director is the head of human resources and donor development. The Executive Director also actively coordinates and integrates across all ministries of the Church to bring increased focus, alignment and care in striving to live out the Church's mission. The Executive Director reports directly to the Senior Pastor and oversees the operations and administration of the Church

Objectives

- Nurture an environment and culture that focuses on fulfilling the Church's mission, vision, and values.
- Build a cohesive team that supports the spiritual, operational, and development needs of the Church.
- Foster stewardship to fund the Church's operations and missions while maintaining budgetary controls to ensure the Church's resources are in keeping with its mission.
- Energize Church worshippers in partnership with pastoral staff, Council, committee members, volunteers, and the community to transform lives and enrich the world with God's love.

Responsibilities

- Serve as part of the Church's leadership team, helping to see the long-term objectives and strategies of the Church.
- Develop and execute plans to implement the vision of the Senior Pastor and Church Council.
- Manage and lead the daily activities of the Church team under the purview of the Senior Pastor.
- Play an integral role in human resources of the Church staff including ascertaining staffing needs, hiring qualified candidates based on skill sets defined in job descriptions, training, compensation, performance evaluation, and policy development and enforcement.
- Supervise staff to enhance and maximize the effectiveness of ministry and maintain healthy culture.

Responsibilities continued...

- Implement systems and processes that further the Church's ministry objectives.
- Facilitate an annual strategic planning process to evaluate the ministry effectiveness of the Church that results in a strategic plan.
- Actively participate in the Church's budgeting and financial planning processes.
- Work with the Finance & Generosity Committees to structure and facilitate stewardship and financial generosity initiatives to support ministry and operations.
- Collaborate with the Legacy Committee to grow the endowment fund through planned giving and other activities.
- Identify, write, and oversee federal and other grants available. Maintain the Church's institutional account on **www.grants.gov**.
- Maintain an awareness of current trends and best practices with other churches of comparable size.
- Oversee membership and donor database management to ensure integrity and security of data across all fund development activities with a focus on maintaining proper documentation of transactions.
- Oversee management of Church facilities including maintenance, safety and security.
- Other duties as assigned.

Leadership Requirements

- Proven and successful experience managing large teams in either a church or business setting in a leadership capacity.
- Excellent communicator who is comfortable speaking before groups of varying size.
- Ability to speak the truth in love and deal wisely with conflict among the staff and the broader church.
- Ability to develop and administer stewardship and planned giving programs.
- Commitment to use technology to help the church further its ministry goals.
- Ability to engage people of all generations and all walks of life in the ministry of the church.
- Ability to cultivate and nurture a healthy culture with staff and leadership committees.
- Ability to build engaging relationships between the staff and lay volunteers.

Spiritual Requirements

- A growing personal relationship with Christ.
- A lifestyle congruent with the Biblical requirements for leaders (*1 Timothy 3:1-13, 2 Timothy 2, Titus 1:5-9*)
- Honor God by contributing time, talent, and gifts to the Church.
- Stated willingness to operate within the Church's statement of beliefs.

Educational Requirements

- Minimum Baccalaureate degree from an accredited college or university

Salary & Benefits

- \$85,000 - \$95,000 annual salary
- 403(b) retirement plan with employer matching
- Employer subsidized health, dental, and life insurance
- Paid vacation and sick time

Terms of Employment

This is a full-time, exempt, salaried position. The role will require regular attendance at all Sunday worship services, periodic evening meetings, and special events as requested. Compensation and benefits are based on skills and experience.

If interested, send your resumé and cover letter to resumes@boisefumc.org.



All means all.