

## Next Step Ministries Executive Director

Reports to: Board of Directors

Full-Time

### Position Overview

The top priority of the Executive Director is establishing relationships with individuals and organizations to partner with NSM. The Executive Director will work effectively with House Director(s) and with the Board of Directors; work with the Board of Directors to create and execute a strategy to open and operate local Next Step Ministries homes and oversee local operations in accordance with NSM's policies, mission, and vision. The Executive Director is responsible for establishing a working relationship with internal entities of Next Step Ministries.

### Biblical Expectations

- Born – again believer in Jesus Christ alone
- Active in a Bible-Believing local church
- Able to articulate personal testimony
- Able to teach Biblical principles
- Participate in NSM Team Care
- Adhere to NSM Statement of Faith, Statement of Marriage & Sexuality
- Uphold the Mission and Vision of NSM

### Skills and Expectations

- A Calling to NSM
- Strong networking skills and an established professional and/or community network
- Strong written and verbal communications skills
- Knowledge and experience with Microsoft Office Suite and Google Apps
- Strong servant leadership, project management and teamwork skills
- Self-starter, persistent and entrepreneurial
- Ability to adapt to frequently changing priorities and handle crisis situations
- Stay current with the latest information regarding the Sex Trafficking Industry

### Preferred Life Experiences

- 5 years of management experience
- 3 – 5 years of ministry experience
- Fundraising or sales experience strongly preferred

### Summary of Responsibilities

#### Development and Public Relations

- Build relationships with individuals and entities to secure sufficient resources to cover annual operating expenses of \$200K
- Plan and implement events and initiatives to meet annual financial goals
- Be a representative of NSM in the community and network with existing ministries
- In conjunction with the Board of Directors, interview a House Director to oversee and execute all aspects of NSM house operations

#### Operations, Planning and Administration

- Planning, budgeting, goal setting, reporting program status to the Board of Directors

- Work with the Board of Directors to resolve any program related issues
- Implement and coordinate office space and systems for administration and donor management as needed
- Work closely with Board of Directors to implement the policies, procedures and reporting mechanisms for NSM
- Practice servant leadership to support the House Director in implementing NSM model of healing
- Participate in annual audit of NSM operations
- Create and submit monthly progress report to Board of Directors