

Executive Director



**Lutheran Bible
Translators**

Classification

Full-time

Concordia, MO

Position Summary

To serve the Church in providing the missiological leadership, management, and vision necessary to ensure that LBT's ministry has the proper operational controls, administrative and reporting procedures, and people systems in place to effectively grow the organization and to ensure its financial strength and operating efficiency. To lead and administer the affairs of the organization in accord with the Bylaws, Articles of Incorporation, and the policies and principles established by the Board of Directors. Except in rare instances, full-time remote work/telecommuting is not suitable for this position. The Executive Director reports to the Board of Directors.

Scope and Impact

The Executive Director provides leadership in envisioning the future of the organization, and planning strategically to effectively meet that future, all built on a sound missiological foundation.

Principal Duties

- Leads in the development of organizational vision to ensure the mission is clearly defined and on target to accomplish its goals
- Plans, coordinates, and controls the daily operation of the organization through the organization's Directors and Managers
- Provides ministry expertise to all facets of the organization
- Administers Board approved policies
- Serves as an advisory member of the Board of Directors
- Develops and maintains professional relationships with partners, staff, and missionaries
- Responsible for the measurement and effectiveness of all internal and external processes
- Provides timely, accurate, and complete reports in compliance with board policies on the operating condition of the organization
- Spearheads the development, communication, and implementation of effective growth strategies and processes
- Motivates and leads a high-performance management team
- Assists, as required, in raising additional capital
- Fosters a success-oriented, accountable environment within the organization
- Performs other duties as assigned

Preparation and Knowledge

- Is a member in good standing of a congregation of The Lutheran Church–Missouri Synod
- Accepts without reservation, understands, agrees to, and supports the Bylaws of Lutheran Bible Translators, Inc.

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Lutheran Bible Translators partners with individuals, organizations and language communities to put God's Word in their hands.*

- Preferably possesses a global and cultural awareness, having gained such experience through living in a cross-cultural context
- Exhibits a willingness to live in and relate to a rural community
- Possesses knowledge and/or willingness to learn and administer Carver Policy Governance throughout the organization
- Exhibits a proven ability to engage donors, particularly high capacity donors, and raise funds for programs and strategic initiatives
- Possesses strong leadership skills
- Achieved a thorough knowledge and education in theology; especially an in-depth understanding of missiology and application of methodology through missiological discipline
- Exhibits excellent interpersonal and communication skills
- Possesses the ability to present information concisely and effectively, both verbally and in writing
- Achieved a Master's degree or equivalent
- Preferably has a minimum of ten years related experience or equivalent combination of education and experience, preferably in a not-for-profit organization
- Exhibits a willingness to fulfill and accomplish domestic and international travel expectations

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