



JOB DESCRIPTION

Position: **Miles Ahead Executive Director**

Reports to: **Miles Ahead Board of Directors**

Position Status: **Regular Full-Time Exempt**

Department : **Miles Ahead**

Effective: **February 2009**

Replaces: **All Previous**

Position Number: **RC-07-09**

Posting Date: **February 23, 2009**

1st Closing Date: **March 2, 2009**

Position Summary:

The Miles Ahead Executive Director is responsible for overseeing the operations and activities of Miles Ahead, while ensuring the overall performance and effectiveness are consistent with city transforming ministry service.

Job Responsibilities and Duties:

1. In collaboration with the Miles Ahead Board of Directors and the Rock Church Executive Team; develops and executes a sound strategic plan for Miles Ahead and each ministry program developed under Miles Ahead.
2. Strategically defines, designs and implements on-going communication efforts in support of all Miles Ahead ministry programs, including such elements as website, products, newsletters and other communication vehicles.
3. Partners with Miles McPherson, the Rock Church Executive Team, the Miles Ahead Board of Directors and others to identify and assess opportunities to expand the reach and effectiveness of Miles Ahead youth evangelism and ministry programs.
4. Hires and manages a staff to implement Miles Ahead initiatives and ministry programs.
5. Coordinates efforts alongside the Rock Church Executive Team to ensure efficient and effective use of both shared staff and volunteer resources.
6. Represents Miles Ahead and related ministry programs in developing a network of resources, partnerships and other valuable associations within the community, among churches nationwide, among Miles Ahead supporters and in other settings.
7. Leads and oversees regular planning and budgeting processes.
8. Develops and implements effective plans for fund development, including major gifts solicitation, fund-raising events, donor relations and all related efforts to generate on-going financial support for the ministry.
 - a. Determines annual giving goals and builds strategic and tactical plans for achieving these goals.
 - b. Identifies, assesses and analyzes appropriate strategies for approaching prospects and ensures donor interest matches with the Miles Ahead vision.
9. Responsible for the planning, direction and execution of the "Do-Something" Conferences.
10. Researches and determines the best locations of Miles Ahead "Do-Something" Festivals/Crusades.
11. Plans and executes week-long "Do-Something" Festivals that end with a crusade.
12. Ensures that Miles Ahead operates within all legal and ethical guidelines related to its

501 (c)3 status, ECFA member organization.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Miles Ahead Board of Directors. The Miles Ahead Board of Directors may delegate the duty of oversight, as needed, to the Pastor of Save, Equip & Send Ministries.

Job Skills and Requirements:

1. A person of faith, spiritually mature and obedient in all aspects of the Christian life, understanding of their God given purpose and gifts (spiritual and non-spiritual).
2. A heart for young people and a desire to impact them with the message of Christ.
3. Bachelor's degree in business administration or leadership is preferred.
4. At least 3-5 years of non-profit management experience and/or festival planning preferred.
5. Exceptional interpersonal skills with the ability to recognize and manage employee expectations and morale; interacting with and providing credible servant-leadership to all levels of employees, volunteers and other related parties.
6. Proven ability to interact in a consistently positive manner with diverse external international multi-cultural clientele, including volunteers, city agencies, faculty and business figures, campus administrators, visitors and guests, using a high degree of tact, diplomacy, discretion, flexibility, respect and courtesy in gesture and speech.
7. Demonstrated skills and techniques to recognize problems, issues and situations, and apply resourcefulness in finding appropriate solutions to mitigate potential negative effects. Ability to follow-through to ensure effective resolution.
8. Self motivated and demonstrated ability manage multiple priorities under short deadlines while making independent decisions based on the mission, vision and values of Miles Ahead.
9. Ability to publicly represent Miles Ahead in a professional and credible fashion (i.e. leader-to-leader interface; some public speaking ability preferred, but not required).
10. Willing to travel to different cities as festival plans are implemented.
11. Strong attention to detail and accuracy, including excellence in oral and written communications, verbalizes issues clearly and concisely.
12. Ability to work well under short deadlines, juggle multiple priorities, recognize and respond to urgent needs.
13. Strong computer skills desired, including working knowledge of spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint).
14. Must be able to plan, coordinate, and execute training initiatives.
15. Must be able to maintain confidentiality.

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Governance system.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.

6. Attendance at all mandatory meetings (and events, as needed).
7. Demonstrate biblical stewardship in all areas of life, including a tithe of 10% to the church that you attend regularly.
8. Signed acknowledgement of the Miles Ahead Statement of Faith.
9. Adheres to policies and procedures as stated in the Miles Ahead employee handbook.

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.