

Baptist Convention of Iowa Job Description

I. TITLE: Executive Director-Treasurer

II. EMPLOYMENT:

The Executive Director serves at the discretion of the Executive Board of the Baptist Convention of Iowa and is accountable to the Executive Board which shall be responsible for his guidance, ministry development and evaluation either directly or through its Administrative Committee.

III. PRINCIPLE FUNCTION:

Serve the Baptist Convention of Iowa by leading the staff and ministries of the convention.

IV. AUTHORITY:

- (1) Freedom to act is limited only by the Baptist Convention of Iowa policies, by the guidelines and budget, by Baptist polity, and by ethics and civil law.**
- (2) Shall have authority over all BCI staff, ministries, funds, buildings, properties, supplies, and equipment.**
- (3) Shall have the authority to hold in trust properties, buildings and equipment on behalf of BCI churches, missions and associations. Shall have authority to hold in trust properties, buildings, supplies and/or equipment for future churches. Shall have authority to sell or otherwise convey title to such properties, buildings, supplies, and/or equipment.**
- (4) Shall have authority to discard or otherwise dispose of equipment and supplies deemed no longer necessary or useful to BCI.**

V. RESPONSIBILITIES:

1. General Leadership

- (1) Serve as the Convention's chief executive officer.**
- (2) Supervise Convention staff.**
- (3) Give leadership to the planning and implementation of the Convention's ministries.**
- (4) Work with the churches and associations to aid in the fulfillment of their mission.**
- (5) Serve as the Convention's primary liaison to SBC boards and agencies.**
- (6) Serve as editor in chief of Convention publications, including the state paper, with**

authority over content and editorial posture.

- (7) Assist and guide the work of Convention Committees.**
- (8) Help maintain a pleasant, comfortable, clean and safe office environment.**
- (9) Provide support to pastors, staff, key leaders and teams through life coaching.**

2. Treasurer

- (1) Receive and disburse or conserve Convention funds.**
- (2) Present financial reports at Executive Board meetings.**
- (3) Make an annual composite report to the Convention.**
- (4) Serve in the role of chief executive officer and treasurer in his relationship to the Foundation Committee.**

VI. QUALIFICATIONS:

- 1. Demonstrate clear evidence of faith and call to ministry.**
- 2. College and seminary training are desirable, but solid prior experience in missions ministries/administration is required.**
- 3. Skilled in missions/ministry administration, organizational development, planning and communication.**
- 4. Member of a church affiliated with the Baptist Convention of Iowa throughout his tenure and member of a church affiliated with BCI or a fraternal state convention at the time of his election.**
- 5. Personal commitment to missions prayer, missions giving and missions engagement.**