



May 2, 2017

Position Opening

Global Intent Executive Director - Overview Job Description

The Executive Director, from here on Director, is the key management leader of Global Intent working for and with the Board of Directors to fulfil the organization's mission.

The Director is responsible for overseeing the administration, programs and strategic plan of the organization in a manner that supports and guides the organization to fulfill its mission as defined by the Board of Directors. This includes communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

The Director is responsible for the fiscal integrity of the organization including fundraising, budgeting, maximization of outcomes with efficient resource utilization within budgetary limits, and developing resources to maintain the organization on positive financial status.

The Director shall initiate and execute under the direction of the Board marketing programs, community outreach efforts and implementation of organization's programs.

He or she is responsible for the enhancement of Global Intent's image by being active and visible in the community and hiring and retention of competent, qualified staff.

The Director shall work closely with other professional, civic and private organizations and is responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Global Intent is a missions mobilization and equipping organization. The incumbent is responsible for raising his/her personal support.

The Director shall be committed to tentmaking and demonstrate ability to communicate effectively about this mission strategy in today's world.

Global Intent is the d/b/a name for Global Opportunities. It represents a re-branding and re-positioning of the ministry to serve the next generation of tentmakers. The new director will be an integral part in building the new ministry. The new name launches June 1, 2017.

GLOBAL Intent

Executive Director - Job Description

This position reports directly to the Board of Directors. The Board of Directors determine the Mission and Vision of the organization and provides operational boundaries and guidance for this position. The director will have an annual review with the board.

Professional Qualifications:

- US citizen
- A former tentmaker with a passion for tentmaking (preferred)
- Demonstrated integrity in work and interpersonal relationships
- A bachelor's degree or equivalent experience
- Demonstrated transparency and high integrity leadership
- Significant senior management experience. Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong abilities to plan, delegate, develop programs executable plans and tasks
- Ability to convey a vision of Global Intent's strategic future to staff, board, volunteers and donors
- Demonstrated knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Good fundraising skills
- Ability to build connections and bridges to churches and mission agencies
- Skills to collaborate with and motivate board members and other volunteers
- Strong teaching, public speaking, written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Ability to deal with fast paced, multifaceted environment without losing focus
- Ability to deal constructively with negative feedback

Responsibilities:

Budgeting and Strategic Planning

Plan annual and long term budgets in accordance to long term strategic plan, board guidance, and projected income.

Operate the organization within approved budgets focusing on fulfilling its mission as effectively as possible.

Oversee strategic planning and implementation.

Relations

Serving as Global Intent's primary spokesperson to the organization's constituents, the media and the general public.

Communicate regularly with donors, course alumni, and friends, who are interested in the ministry of Global Intent.

Seek and develop interest towards GI with missions minded individuals and organizations, both in nonprofit and for profit marketplace.

Establish and maintain relationships with various organizations in USA and utilize those relationships to strategically enhance Global Intent's Mission.

Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation.

Staff and General Operations

Establish employment and administrative policies and procedures for all functions and for the day-to-day operations of the organization.

Supervise and collaborate with organization's staff.

Oversee organization Board and committee meetings.

Oversee marketing and other communications efforts.

Review and approve contracts for services.

Complete other duties as assigned by the Board of Directors.

Send email of interest to:

Ari Rocklin

Interim Director

directorsearch@globalopps.org

Global Opportunities Executive Director Application Form

Personal Data

Name: _____ Date: _____
Last First Middle

Present Address: _____
City: _____ State: _____ Zip Code: _____

Permanent Address (if different): _____
City: _____ State: _____ Zip Code: _____

Birthdate: _____ Home Phone: _____ Cell Phone: _____

Email address: _____

Have you ever applied for our non-profit position before? No Yes – If yes, When? Where?

Please provide a short paragraph telling when and how you became a Christian:

Please provide a brief summary of your understanding of the role of tentmaking in missions in today's world.

Are you a member of a Church? No Yes – If yes, name of church, date joined and pattern of attendance:

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No

Have you ever been arrested or convicted of a crime (other than traffic violations)? Yes No
If yes, please explain:

Are you currently employed? Yes No

If so, may we contact your current employer? Yes No

Education

School	Name, Address, City, State, Zip	# Years Completed	Did you Graduate?	Degree or Diploma
High School			Yes No	
College/University			Yes No	
Graduate School			Yes No	
Other			Yes No	

Employment History

List below all present and past employment starting with your most recent employer (last ten years is sufficient). Account for all periods of unemployment.

Employed	Company Name, Address, City, State, Zip	
		Phone:
		Supervisor's Name:
		Supervisor's Ext. #
	Your Job Title:	
	Your Duties:	
	Reason for Leaving:	
	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employed	Company Name, Address, City, State, Zip	
		Phone:
		Supervisor's Name:
		Supervisor's Ext. #
	Your Job Title:	
	Your Duties:	
	Reason for Leaving:	
	May we contact this employer for a reference? Yes No	

Employed	Company Name, Address, City, State, Zip	
		Phone:
		Supervisor's Name:
		Supervisor's Ext. #
	Your Job Title:	
	Your Duties:	
Reason for Leaving:		
May we contact this employer for a reference? Yes No		

Attach additional pages if necessary.

References

Name:	Address:
Phone:	
Occupation:	# Years Acquainted:
Name:	Address:
Phone:	
Occupation:	# Years Acquainted:
Name:	Address:
Phone:	
Occupation:	# Years Acquainted:

Please read carefully, initial each paragraph, and sign below.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. Initial _____

I hereby authorize Global Opportunities to thoroughly investigate any references, work record, education, and other matters related to my suitability for employment and further, authorize the references I have listed to disclose any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Global Opportunities, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. Initial _____

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Global Opportunities. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Global Opportunities, and that no promises or representations to the contrary are binding on Global Opportunities unless made in writing and signed by me and a duly authorized representative of the Board of Directors of Global Opportunities. Initial _____

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment) be conducted by Global Opportunities, I am entitled to copies of any such public records obtained by Global Opportunities unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below. Initial _____

I waive receipt of a copy of any public record described in the paragraph above.

Signature _____ Date _____

Printed Name _____