



OBF Executive Director



Due to the nature and role of an Executive Director, there is a lot of influence and responsibility developed from the relationships that are built with leaders, churches and board members. Therefore the person who holds this position must be someone who is humble in receiving and accomplishing the tasks that are assigned to them and yet confident enough to create structures and processes that will better serve the foundation, the other board members and future volunteers or employees of the foundation. It is also necessary that the individual meets the character qualifications which are found in 1 Timothy 3:8-13 since the Executive Director will be expected to serve as a Southern Baptist servant leader for the Lord's work on behalf of the OBF. Because it is anticipated that the OBF will continue to be a developing organization, this role and the person who embodies it will need to be flexible, adaptable, and open to the frequency of change. These changes will need to be brought before the board to ensure everyone has buy-in.

The main purpose of this Executive Director position in this initial start-up season is to build and mature the OBF as rapidly as possible. Administrative guidance and oversight for the OBF and its board is a priority. Currently, this role is a part-time salaried position, which holds the expectation of averaging 20 working hours per week to accomplish necessary tasks.

The current job description is not meant to serve as a fully comprehensive list of responsibilities and tasks. This role must remain flexible due to the changing opportunities and needs of the OBF. Therefore, this role is expected to be restructured.

There are 4 main areas for which the Executive Director is responsible:

1. Expense Management and Reporting

- Maintain clear and accurate records of receipts from purchases
- Manage the sending of reimbursement, support and donation funds in timely manner
- Maintain clear and accurate giving reports with support of the board
- Maintain the budget line spending for reporting to the OBF board
- Assist the OBF board with budgeting decisions

2. Maturing and Managing the OBF's Investments and Fundraising Efforts

- Maintain the current relationships which are already in place for the benefit of the OBF
- Maintain and strengthen partnership with the Executive Director-Treasurer and SCBO staff
- Maintain and coordinate financial requests and records with the SCBO as needed / directed
- Build new relationships with leaders, churches and organizations for future investments, donations and other forms of financial support
- Manage and steward well the financial investments for the OBF with the assistance of the OBF board.

3. Administration

- Keep all files organized and easily accessible
- Manage and format all of OBF's branding
- Finalize communications from the OBF and users of that communication
- Assist in creating policies and procedures for the OBF
- Make sure the insurance and licensing for the OBF remain up to date
- Assist the OBF board members in their administration tasks and/or questions
- Manage OBF social media accounts
- Support and manage any volunteers or employees in the OBF

4. Gathering/Event Preparation

- Manage and/or assist the needed volunteers for the events held by the OBF
- Support any volunteers, employees or board members of the OBF while they serve at or manage an OBF gathering/event