

EXECUTIVE DIRECTOR (CANADA)

I. Title: Executive Director (Canada)

II. Vision: The Charles Simeon Trust has this aim: to promote the growth of the gospel of Jesus Christ throughout the world by training an emerging generation of Biblical expositors. The Executive Director shall be given specifically to the raising up of “proclaimers of the gospel of our Lord Jesus Christ.”

III. Purpose: Carry out the initiatives and vision of the Charles Simeon Trust (CST).

IV. Definition: He shall report to and be under the direct supervision of the Board of Directors in Canada. He shall be also responsible to the Director of Ministries, the Executive Director, and the Board of Directors.

V. Principle Responsibilities:

- General
 - Execute the vision of the CST.
 - Secure the financial capital necessary for the long-term initiatives of the Corporation.
 - Shall supervise and be principally responsible for the day-to-day administrative management of the Corporation, and shall work closely with the Chairman to ensure that all corporate functions are adequately carried out.
 - Supervise employees of the Canadian organization and/or delegate supervision of employees as required by the membership and/or operational considerations of the other offices.
- Specific Board Duties
 - Carry out all policies established by the Board.
 - Prepare an annual budget showing expected revenue and expenditures as required by the Board and to be submitted to the membership.
 - Plan, attend, and make provision for the managing of all meetings of the Board and Committees of the Board.
 - Supervise the business affairs to ensure that funds are collected and obligations are paid out in a timely and advantageous fashion, and all legal requirements are carried out in accordance with Canadian law.
 - Prepare and present to the Board regular reports reflecting the goals of the organization.
- Gospel Initiatives Funding
 - Consult with Board and carry out the plan to raise funds as necessary as well as establish endowments for long-term funding.
 - Execute all details of development strategy, including travel to accomplish fundraising goals.
 - Manage development cycle.

VI. Other Responsibilities

- as assigned by the Director of Ministries, the Executive Director, and the Board of Directors

VII. General Responsibilities

- shall dedicate himself to prayer and study of the Word
- shall attend with regularity and maintain active membership in a local gospel-preaching church

VIII. Qualifications

- agreement with the Corporation's doctrinal statement (see Article III of Bylaws)
- master's degree or equivalent experience in relevant field
- five years of relevant ministry experience
- proficiency in office software (productivity software, email, etc.)
- proficiency in web/print design and implementation
- strong organizational and management skills
- strong oral and written communication skills
- ability to work with others or independently
- ability to follow through on tasks
- demonstrated character as outlined in 1 Timothy 3 and Titus 1
- demonstrated commitment to the vision of the CST