

Job title:	Vice President of International Missions	FLSA status:	Exempt
Department:	International Missions	Classification:	Full-time
Reports to:	Executive Director/CEO	Supervises:	1–2 Office Staff, 25–30 Missionaries

Position Summary: The Vice President of International Missions supports the mission and ministry objectives of the North American Baptist Conference (NAB) by establishing and implementing the strategic vision across our international mission fields while also providing supervision and support to overseas missionaries and departmental staff, serving as a strong liaison between international and domestic programs, managing the overall finances and sustainability of international missionaries, and building strategic networks with NAB churches and seminaries, regional ministers, and partner organizations. The Vice President of International Missions is an executive level position and as such will report directly to the Executive Director and serve on NAB's executive leadership team to provide support as needed to regional ministers and to direct additional activities relating to the spiritual health of the various constituents and churches within the NAB.

Qualifications Required:

- Bachelor's degree required; Master of Divinity (or equivalent) preferred
- Excellence in staff supervision, departmental leadership, managing mission teams and workflow management
- Proficiency in written and public communications within provided deadlines
- Knowledge of charitable policies and practices in the US and Canada
- Knowledge of how a denominational organization functions
- Ability to travel minimally 25% of time among the US, Canada, and internationally (generally 8–15 North American trips and 2–5 international trips annually)
- Experience working on an executive level organizational team
- Committed to be an active member of a local NAB church

Qualifications Desired:

- Direct experience working in an intercultural environment
- Pastoral experience and effective preaching skills
- Appreciation and knowledge of the work of the NAB in North America and internationally
- Experience developing partnerships and strategies in cross-cultural settings

Essential Functions and Responsibilities:

- Leads cooperatively within the executive leadership team to ensure the objectives and ministry priorities of the International Office and the NAB are effectively achieved (four ends and eight initiatives).
- Oversee the personnel functions for NAB missionaries, including recruitment and appointment, periodically visiting mission fields to provide leadership, guidance and evaluation.
- Develop and implement strategic plans for the Department in accordance with the values and goals of the NAB, with particular emphasis on and integration of the missional and formational movement within the NAB.
- Develops and implement policies and procedures for NAB missionaries, partner missionaries, and mission fields.

- Leads the development of global missions programs and works together with NAB missions fields by acting as a strong liaison between international and domestic programs.
- Partner with the Chief Financial Officer to produce and manage the annual departmental budget.
- Equip and facilitate advisory teams to assist in setting ministry goals and reviewing philosophical and theological perspectives for the Department.
- Work in collaboration with NAB seminaries and NAB churches, building partnering relationships with regional ministers, pastors, and key NAB leaders (including local church and association/region leaders, missions leaders, women's ministry leaders, and others).
- When requested, represents NAB International Missions fundraising needs to donors and constituents and speaks/preaches in NAB churches.
- Provides input and communication regarding missionary fundraising status and needs to the Ministry Advancement Department.
- Performs other duties as requested by the Executive Director.

Success Factors / Job Competencies:

- Demonstrative executive leadership and shepherding skills
- Ability to collaborate with all other NAB executive staff to create and implement a cohesive philosophy of ministry that promotes and governs NAB goals
- Ability to build effective partnerships within the NAB
- Solid critical thinking and judgment skills
- Budgeting and financial management skills
- Strong initiative, motivation, and ability to complete tasks on time
- Advanced problem-solving skills
- Excellent verbal, written, and proofreading skills
- Efficient time management skills, with the ability to organize and manage multiple priorities
- Exceptional interpersonal, communication, and presentation skills
- Ability to support the goals and mission of the NAB
- Self-starter and team player

Physical Demands and Work Environment:

- Physical demands: While performing the duties of this job, the employee is often required to walk; sit; stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop; talk, and hear. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work environment: The noise level in the work environment is usually moderate.

Performance Standards:

- Annual performance appraisal for executive level
- Attainment of annual goals established by the Executive Director