

Job title:	Vice President of International Missions	FLSA status:	Exempt
Department:	International Missions	Classification:	Full-time
Reports to:	Executive Director	Supervises:	2 Staff, 20 Missionaries

**Position Summary:** The Vice President of International Missions supports the mission and ministry objectives of the North American Baptist Conference (NAB), with a specific focus on the NAB End of having NAB churches send and support NAB missionaries. This position will implement an expanding strategic vision concerning NAB global mission ministries. This position will:

- Assess the current and ongoing status of NAB Missions and build strategic networks for global missions with NAB churches, regional ministers, and partner organizations.
- Implement a strategic vision to recruit missionaries of various ages and stages of life that will respond to the needs of our global ministries and mission partners.
- Supervise and support the current NAB missionaries and department staff and ongoing financial sustainability of missionaries serving the NAB globally.
- Serve as a compelling liaison between NAB international programs and NAB domestic programs.
- Determine the needs of NAB mission endeavors and missionaries, and communicate these needs to the NAB.
- Represent the NAB to our partner organizations, seeking to work with and alongside our global mission partners.

The Vice President of International Missions is an executive-level position and as such will report directly to the Executive Director and serve on the NAB's executive leadership team.

**Qualifications Required:**

- Heart for the expansion of God's Kingdom to the ends of the earth
- Experience and training in missiology or intercultural studies
- Missions experience
- Committed to a missiological focus of partnering with and alongside national organizational partners
- Bachelor's degree is required; Master degree is preferred
- Excellence in staff supervision and departmental leadership
- Proficiency in written, spoken, and public communications within provided deadlines
- Ability to think long term strategically while managing current needs, issues, and situations
- Willingness to be knowledgeable of charitable policies and practices in the United States and Canada
- Ability to travel; generally 8–12 North American trips and 2–4 international trips annually
- Willingness to work virtually and able to contribute to a positive virtual team environment
- Committed to the NAB Statement of Beliefs, NAB Marriage Statement, and NAB Ethics Statement
- Committed to be an active member of a local NAB church

**Qualifications Desired:**

- Church ministry and leadership experience
- Experience working on an executive-level organizational team
- Appreciation and knowledge of the work of the NAB in North America and internationally
- Experience in NAB missional initiative training

**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 as stated in the NAB Ends
- Oversees the personnel needs of NAB missionaries: recruitment, appointment, ongoing care {compensation, benefits, insurance, emergency protocols} and ending of NAB service
- Visits mission fields to support ongoing relationships with global partners and to encourage missionaries by providing support, direction and leadership in pertinent issues and situations
- Develops and implements plans for the International Missions Department that integrate the missional and

formational initiatives of the NAB

- Establishes memos of understanding {MOUs} and agreements with mission organizations and global missions partners. These documents are reviewed every three years
- Implements policies and procedures for NAB missionaries, partner missionaries, and global fields
- Promotes NAB global missions by being a strong liaison between international and domestic programs
- Partners with the Chief Financial Officer to produce and manage the annual departmental budget
- Leads the NAB Missionary Advisory Team
- Encourages NAB mission by building relationships with regional ministers, pastors, and key NAB leaders
- Represents NAB International Missions fundraising needs to donors and constituents
- Provides input regarding missionary fundraising status and needs to the Ministry Advancement Department
- Provides strong initiative and motivation and uses advanced problem-solving skills
- Utilizes efficient time-management skills, with the ability to organize and manage multiple priorities

**Performance Standards:**

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

I have read and understand the contents of this job description.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_