



## **POSITION DESCRIPTION**

### **Chief Executive Officer**

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**Summary:** The Chief Executive Officer provides high-level strategic leadership to Entrust's ministry by overseeing the executive staff, building meaningful relationships with new and existing donors, and by partnering with the Board of Directors to shape and steer the strategic vision and future direction of Entrust.

**Reports to:** The Board of Directors

**Commitment:** Full-time

**Location:** Colorado Springs, Colorado – Entrust Home Office

**Compensation:** \$125,000 to \$150,000 per year - via deputized fundraising for salary, ministry expenses, including health insurance, paid holidays, vacation, and sick leave.

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## **SPECIFIC AREAS OF RESPONSIBILITY**

### **Strategic Leadership**

- Ensure a strategic planning process with Board and staff members that clarifies strategic direction, staff priorities, and budgeting, and is aligned with Entrust's mission, vision and values.
- Cultivate and maintain a strong and transparent working relationship between the Board and staff, ensuring open communication and clear lines of decision making.
- Assist in building a diverse Board of Directors that is highly engaged and involved in securing and leveraging resources.
- Cultivate and assist in maintaining the health and well-being of our staff and organizational culture.
- Establish and provide oversight for Entrust policies.

### **Ministry and Mission**

- Cast ministry vision in cooperation with the Board.
- Model the values of Entrust and shape a healthy organizational culture.
- Coordinate and maximize the Board's involvement and participation with the ministry.
- Develop deep personal familiarity with, and engagement in, the ministry of Entrust.
- Network actively within the larger global ministry and missions community to seek opportunities to collaborate and partner with like-minded ministry organizations and churches.
- Identify and develop new ministry fields.
- Successfully complete Entrust's *Facilitating Relational Learning* module within first year of employment.

## **Fundraising**

- Nurture and develop Entrust's relationships with major donors and foundations.
- Leverage internal and external resources to coach and encourage staff in their personal fundraising.

## **CRITICAL OUTCOMES**

- Resources will be secured and available to maintain and support Entrust ministry growth.
- Entrust's ministry culture will be enhanced and advanced.
- Entrust Board and staff members will experience strong and transparent working relationships to effectively implement Entrust's mission, vision and values.
- New ministry fields and opportunities will be identified and developed, both internally and in collaboration with partner organizations.

## **QUALIFICATIONS**

### **Professional Qualifications**

- Minimum of 3 years' executive leadership and management experience.
- A working knowledge and understanding of discipleship and Christian Education and commitment to the best principles and practices in adult education.
- An assessment that demonstrates emotional intelligence and self-aware leadership.
- Familiarity and a minimum of 5 years' experience with cross-cultural ministry.
- A proven ability to cast a compelling vision through both written and oral communication.
- Demonstrated experience in developing and implementing strategic planning.
- Experience developing church leaders.
- At least 5 years' experience raising funds and securing foundation grants.
- Ability to travel internationally.

### **Personal Qualities Desired**

- A humble servant leader that is confident and coachable.
- Outstanding oral and written communication skills.
- Able and willing to give and receive critical feedback.
- Self-motivated and entrepreneurial.

### **Spiritual Qualities Desired**

- A growing disciple of Jesus who is active in their local church.
- Consistent devotional life.
- Teachable spirit.
- Ability to bring a spiritual perspective to work as demonstrated in attitude, faithfulness, and interpersonal relationships.

### **Employment Requirements**

- Agreement with Entrust Statement of Faith.
- Agreement with the policies and procedures in the *Entrust Staff Handbook*.

*Entrust is an employer-at-will. As such, Entrust reserves the right, as the employee does, to terminate the employment relationship at any time with or without reason.*

## **Hiring Process:**

### **Phase I - Prescreening**

- Interested persons should send their resume or CV along with a 1-page letter indicating why they are interested in this position and in serving with Entrust to [search@entrust4.org](mailto:search@entrust4.org). Only people who are legally authorized to work in the U.S.A. are eligible.
- CEO Search Committee & Consultant conduct pre-screen of resumes/CVs and letters.
- Qualified candidates provided with screening questions.
- Search Committee reviews answers to screening questions.
- Application package links sent for selected candidates to proceed to the next phase.

### **Phase 2 - High Level Assessment of Applicants**

- Application Package received and reviewed by Search Committee.
- Search Committee Zoom meeting - Part #1 (candidate only)
- Discuss with candidates their support-raising needs.
- Search Committee Zoom meeting - Part #2 (candidate and spouse)

### **Phase 3 - Board & Staff Connection**

- Facilitated Board Zoom opportunity.
- Facilitated Staff Zoom opportunity.

### **Phase 4 - In-Person / On-Site Visit**

### **Phase 5 - Extend Invitation / Upon full acceptance, begin on-boarding process**