



Position Profile: Executive Director for Key Ministry

The Organization:

Key Ministry is a thriving not-for-profit organization founded in 2002 by leaders from a large, evangelical church in Suburban Cleveland to provide knowledge, innovation and experience to the worldwide church as it ministers to and with families of children impacted by the 'hidden disabilities' of mental illness, trauma and developmental disabilities.

Since its inception, Key Ministry has provided free training, consultation, resources and support to pastors, church staff and volunteers in hundreds of churches in the U.S. and beyond. Key Ministry staff and volunteers are frequently invited to speak at national and international ministry conferences.

Key has pioneered the use of technology to advance the cause of the disability ministry movement. Over 500 pastors, church staff, volunteers, parachurch ministry leaders and family members were registered for Inclusion Fusion 2014, Key's free, worldwide Disability Ministry Web Summit. In 2014, Key launched Front Door, an online church platform to serve families of kids impacted by disability. Key's blog (Church4EveryChild) averaged nearly 40,000 unique visits/month in the fourth quarter of 2014, and is ranked among the top 15 children's ministry blogs by Ministry to Children.

More information about the organization can be found on its website: keyministry.org

The Position:

Location:

Ideally, the Executive Director would be based in northeastern Ohio to facilitate collaboration with the volunteer Board, Strategic Director of the ministry and to facilitate management of the staff. Key Ministry does not maintain office space currently, so the Executive Director will work from home. Given today's technology, the ministry is happy to consider candidates outside of northeastern Ohio.

Reporting Relationships:

The Executive Director reports to Key Ministry's founder and Director of Strategic Initiatives, Dr. Steve Grcevich and is accountable to the full Board of Directors. The Executive Director supervises the ministry's staff (administrative) and multiple vendors (marketing, counseling/coaching services, technological, etc.)

Other important relationships include: churches serving families with children with disabilities, important donors, foundations that do or may support the ministry, vendors supplying services to Key Ministry, representatives of partner organizations within the Christian disabilities movement, etc.

Position Charter:

The Executive Director is responsible for managing and directing Key Ministry to meet the organization's vision: ***Every church is intentional and effective in efforts to connect with and include families of children impacted by mental illness, trauma or developmental disabilities.*** This executive is responsible for leading the effective and efficient daily operations of the Key Ministry and its resources to maximize services. The position may be part time to



Position Profile Executive Director for Key Ministry

start (20-30 hours/week), but could grow into a full time role, or could be expanded to start as a full time role depending on the candidate's qualifications, skills, and desires.

Major Duties and Responsibilities:

- Plan, coordinate and control the daily operations of Key Ministry to include: finance, client service, fund raising, volunteer services, and human resources.
- Establish, in partnership with Dr. Steve Grcevich and the Board, strategic plans to deliver Key Ministry's mission including short and long-range goals and objectives.
- Dispense advice, guidance, direction, and authorization to carry out major plans and programs to the staff and community of vendors Key Ministry uses to accomplish its mission.
- Serve as a spokesperson for Key Ministry, cultivating relationships primarily with the churches, and as needed to support Dr. Steve Grcevich with ministry organizations, the media, foundations and financial donors.
- Play an active role in the overall development efforts for Key Ministry in annual giving campaigns, affiliate/partner support, foundations and existing and potential donors.
- Oversee the adequacy and soundness of Key Ministry's financial structure. Direct preparation of the annual budget in consultation with the staff, Strategic Director and Board to allocate funds, control costs and maintain operations to meet budget targets.
- Review operating results of the organization against established objectives and take steps to ensure that appropriate measures are taken to correct unsatisfactory results.
- Establish and maintain an effective system of communication throughout the organization.

Compensation:

The Executive Director will earn compensation that balances what is commensurate with their experience and in line with the organization's financial capabilities.

The Candidate:

Education:

A Bachelor's degree is preferred and an advanced degree in Social Service, Business Administration, Nonprofit Management or a related field is a plus. But, an equivalent combination of education and experience as noted below is acceptable.

Professional Qualifications:

The ideal candidate is currently serving as an Executive Director or #2 executive of a successful nonprofit organization with a comparable mission of human/ministry service. Experience with a nonprofit organization is preferred.

Alternative experience could include: Christian, nonprofit or private sector leadership experience with a background that demonstrates commitment to Christian nonprofit organizations as well as organizational experience in leading and managing people and projects.

Knowledge, Skills, Abilities and Attributes:

- **Organization leadership:** 5-10 years of strong administrative leadership in organizations.
- **Mission-focused:** demonstrated commitment to organizations that support Christ's mission to support and build His church.

Position Profile: Executive Director for Key Ministry

- **Resource development:** experience with varied funding sources including private donors, church mission boards, foundations, philanthropy.
- **Fiscal management:** experienced in developing, managing, and dealing with budgets.
- **Management:** demonstrated success in managing and developing strong staff members through a team-oriented management style focused on achieving results, continuous improvement, and performance excellence.
- **Planning:** experience successfully working with staff and Boards to develop and implement strategic vision and tactical plans.
- **Board relationships:** previous involvement with organizational oversight Boards and their committees.
- **Diversity:** experience working with diverse groups; promotes diversity programmatically.
- **External relationships:** developed effective relationships with other organizations or industry “players” including industry organizations, large churches, ministries, clients, and donor organizations.
- **Church and Social Services relationships:** active in other church and social service organizations.
- **Negotiation:** able to effectively negotiate “win-win” solutions to issues and conflicts.
- **Business acumen:** ability and experience to understand and employ strong business principles and practices to the operations side of Key Ministry’s activities

Desired personal traits:

- **Leadership:** possesses breadth, presence and ability to inspire, influence and manage others.
- **Mission:** able to embrace and champion Key Ministry’s mission.
- **Visionary:** can articulate vision to others at all levels of the organization, vendors, and ministry partners.
- **Communication:** excellent oral and written communication and presentation skills; active listener.
- **Integrity:** possesses the highest personal ethical and moral standards.
- **Compassionate:** demonstrates a sincere desire to care and provide for those in need; exhibits genuine support for those with disabilities.
- **Interpersonal skills:** personable; can relate to people of diverse social, economic and cultural backgrounds; demonstrates emotional maturity
- **Decision-making:** demonstrates good judgment and firmness in decision-making; carefully assesses facts of a situation and weighs alternatives: able to make difficult decisions.
- **Innovation:** takes initiative; a proactive person who demonstrates leading edge thinking; open to evaluating and trying new ideas.
- **Collaborative:** demonstrates a willingness and ability to work with and through others; able to forge effective working relationships with various parties and encourage them to work together toward common goals.
- **Team player:** management style which supports and encourages the efforts of the staff and key vendors; takes a team approach in working with others; can be strong partner and a good team member as well as team leader; demonstrates knowledge of and ability to manage group dynamics.
- **Organized:** able to manage multiple high priority tasks simultaneously.

Position Profile Executive Director for Key Ministry

- **Change agent:** anticipates need for change; develops and leads processes to facilitate and manage change.
- **Executive presence:** professional demeanor and style; tactful; gracious
- **Learning agility:** ability to learn and adapt quickly; ability to apply past learning and experiences to create innovative solutions to new and more complex issues.
- **Initiative:** displays a passion for “getting the job done”; strong personal work ethic; “roll up the sleeves” attitude.
- **Credible:** able to build confidence, trust and, respect from staff, Board members, vendors and partners.
- **Self-awareness:** displays high level of understanding self, open to feedback and uses it for self-improvement.
- **Resilience:** has positive outlook; able to handle setbacks, looks to create solutions rather than placing blame.

Challenges and Opportunity:

The projected first year accomplishments for the new Executive Director include:

- “Hit the ground running” in this leadership role and keep pace with ongoing matters and the daily demands of the position. This includes forging effective working relationships with the Strategic Director, staff, vendors and Board of Directors.
- Develop and deploy a ‘revenue’ model that will generate revenue from services offered (web, counseling/coaching, technological platforms, etc.) in order to allow Key Ministry to leverage donations and other means of support to do even more to further the mission of the organization.
- Develop and deploy an enhanced donor support campaign/model to secure support from the ministry from individual donors, church mission boards, foundations, etc.
- Working with the Board, staff and other key constituents, develop a business plan and appropriate metrics to achieve the plan. This plan will need to address both operational performance and development opportunities.

The Executive Director position of Key Ministry is an outstanding opportunity for a talented leader who is mission driven but also appreciates the complex business and organizational issues of a ministry that is both expanding rapidly and pioneering services. This person will play a visible public role, speaking on behalf of not only the Key Ministry but for other ministry organizations that are involved in issues of serving and incorporating families with children with disabilities into the worldwide church.

Cleveland and Northeastern Ohio

Cleveland, Ohio, is one of the nation’s most exciting metropolitan areas. The Greater Cleveland region includes residents from diverse ethnic backgrounds and has maintained a solid economy with a mix of service, healthcare, and manufacturing businesses. The area has long been recognized as a community with an outstanding “culture of philanthropy”.

Cleveland’s arts and culture include galleries, community festivals, restaurants, world-renowned orchestra, art museums and thriving theatre. On the shores of Lake Erie, the area is also home



Position Profile: Executive Director for Key Ministry

to beautiful parks and a myriad of recreational opportunities. Educational organizations include outstanding public and private school systems, community colleges and a number of public and private institutions of higher learning. Professional and collegiate athletics include professional football, baseball, basketball, and collegiate Division I, II and III sports programs.

Contact

Key Ministry firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of race, sex, age, national origin or disability. Interested candidates should send a resume to Board member Jim Hagen at the email: jim@keyministry.org.