



**Position: Executive Pastor/ Director**

**Band: 11P**

**FLSA Status: Exempt**

**Work Hours: Full-time**

**Department: Downtown**

**Reports to: Sr. Pastor, Downtown**

**Date: January 7, 2020**

### **Position Summary**

Reporting to the Senior Pastor, the Executive Director or Pastor (ED/EP) of Redeemer Downtown will take a lead role in execution and oversight of all ministry and organizational operations. ED/EP will support the staff team (including direct oversight over some staff) towards meeting all strategic goals. These goals include annual and longer term strategic goals in areas such as ministry development, generosity, church planting, spiritual formation and leadership development. ED/EP will partner with SP to liaise with strategic partners and affiliated ministries (CFW, HFNY, City to City, other Redeemer network churches, church plants, etc.). Other responsibilities will include financial planning, calendar planning, interfacing with the Redeemer Downtown session and diaconate, ensuring adequate support functions like finance, HR, and IT, and team building for Downtown staff. While the Senior Pastor will lead in developing strategic and ministry vision and goals for Redeemer Downtown, the ED/EP will focus on operationalizing that vision, using all available resources (staff, congregation, partnerships, etc.). ED/EP will work as a partner and advisor to the Senior Pastor in his various work areas. This is a role of executive leadership to execute on ministry vision. ED/EP will coordinate and organize all ministry initiatives as defined by the Senior Pastor and executed by the Leadership Team.

Strong leadership and management background, problem-solving and decision-making abilities, proven organizational skills, initiative, ministry mindset, team building and leadership development in a complex multi-dimensional organization are essential.

### **JOB DESCRIPTION**

#### **Strategic planning and execution**

- Work with Senior Pastor to execute and implement strategic ministry initiatives
- Work with key staff to execute these initiatives (Assistant Pastor, CG team, etc.)
- Develop, coach and work with DT staff in implementing key strategic goals, priorities and timelines, ensuring they are executed in timely and effective ways.



- Work with Senior Pastor in his own goals and role as leader of Redeemer Downtown, to maximize his focus and effectiveness in leadership and high-level ministry priorities

### **Organizational and staff development**

- Ensure adequate support functions for effective ministry operation (finance, HR, IT, etc.) and interface with affiliated organizations as necessary (other Redeemer network churches, City to City, HFNY etc.) to execute strategic goals
- Act as staff liaison to appropriate church leaders and groups, particularly focusing on leadership development within church (officers, volunteer leaders, etc.)
- Cultivate staff culture of collaboration, mutual support and shared success. Help maintain Downtown staff values and approach to ministry. Work to develop dynamic, innovative, mutually supportive and collaborative teamwork culture with a bias towards action and execution.
- Proactively develop staff both personally and professionally. Work with Senior Pastor to oversee recruitment, training, and development of staff.

### **Administrative oversight**

- Oversee workflow and planning processes of staff team in alignment with strategic goals
- Coordinate and keep projects on schedule while maintaining ability to adjust accordingly as circumstances and priorities change

### **Communication and Financial oversight**

- Help develop and oversee multi-faceted communication strategy to the Church
- Oversee Church financial priorities, including budgeting, short and long-term financial planning, forecasting
- Develop and oversee generosity strategy to the Church

### **Movement coordination**

- Develop and build out infrastructure in preparation for full particularization of Redeemer Downtown
- Partner with other organizations and Redeemer churches as necessary in implementation of ministry vision

### **QUALIFICATIONS**

- Ministry approach to leadership as service and relational empowerment. Strong people skills and personal commitment to gospel transformation in all areas of life. Embrace Redeemer's and Senior Pastor's vision, both professionally and personally.



- Excellent leadership and management skills with a demonstrated ability to work in partnership with senior leaders and staff. Experience supervising, collaborating with and empowering a staff team in a manner that is flexible, supportive and goal-driven. Winsome and strong leader of leaders who is humble, teachable, approachable, able to coach and empower others. Committed to healthy team dynamics (conflict resolution, collaboration, ability to fail, pursuit of excellence, open communication, etc.)
- Experience working to support and advise Senior Pastor or Executive
- Acts with wisdom and judgment in interacting with all stakeholders (ministry partners, staff, leadership team, congregants, volunteer leaders, etc.). Ability to discern when to consult and/or operate on behalf of Senior Pastor and Session, particularly when making decisions with high impact or visibility.
- Vibrant and strong personal faith in Jesus Christ. Deeply aware of notion that “all of life is repentance.” Person of character, integrity, kindness, and truth-telling.
- Breeds positive, collaborative, innovative ministry culture characterized by prayerfulness, hope for the city and others, gospel humility and boldness, enthusiasm and love for others.
- Keen strategic thinker and able to plan and execute complex ministry plans.
- Self-starter who is creative, motivated and diligent in work product with high commitment to professional excellence. Committed to creating systems while allowing for fluid innovation where needed. Ability to commit to a specific course, but flexible enough to adapt as needed. Ability to prioritize and manage multiple projects, relationships and resources simultaneously.
- Ability to live and thrive in center city context. Conversant with center city ministry challenges – skepticism, transience, etc.
- Emotionally mature and wise, exercising good judgment and integrity with ability to represent and implement Senior Pastor’s vision and cultural ethos to leaders, officers, congregants, staff.
- Committed to personal holiness, growth in grace, reconciliation in relationships
- Excellent written, oral, interpersonal and presentation.
- Strong planning, problem solving, decision-making skills and discernment.
- Embraces theological commitments of the Presbyterian Church of America. Prior experience and awareness of PCA polity a plus.
- Committed to regularly attending Church’s morning and evening services in order to experience and monitor first-hand this crucial aspect of the Church’s work
- Minimum 10-15 years professional experience, minimum 5 years of strategic, senior-level management experience. Experience with religious or 501(c)3 nonprofits a plus.



- Bachelor's degree required; master's level management degree (MBA or MPA) a plus. Formal theological training a plus.