



REDEEMER PRESBYTERIAN CHURCH DOWNTOWN

Position: Executive Director

FLSA Status: Exempt

Band: 10P

Department: Downtown Congregation

Reports to: Sr. Pastor

Work Hours: Full-Time, works on Sundays

Salary Range: starting at \$155K

Are you a gifted leader, passionate about the church reaching more people in New York with the gospel of Jesus Christ, and helping it to bring about gospel renewal in every facet of city life?

This is an exciting opportunity for someone who understands how to lead from the second chair, with the ability to facilitate organizational movement and alignment to release the potential in the church in pursuit of its vision. As the Executive Director (ED) of Redeemer Presbyterian Church Downtown (Redeemer Downtown or RDT) you will work closely with the Senior Pastor to oversee the staff team to equip the church for ministry.

Since its founding in 1989 Redeemer Presbyterian Church (Redeemer) has sought to be a church for the city by catalyzing a movement of the gospel in New York, through individual repentance, personal discipleship, rich gospel community, and city-wide renewal. Redeemer Downtown launched as a congregational site of Redeemer in 2012, and became its own particular church in 2017. With the recent call of its new Senior Pastor, Pete Nicholas, RDT is at an exciting point in its journey as it seeks to reimagine Redeemer's gospel vision for the present and future.

SUMMARY OF ROLE

Reporting to the Senior Pastor, the Executive Director has the responsibility to implement the vision of the church. To that end, the role includes overseeing the staff so that they can in turn equip and release the church family's gifts in the pursuit of this vision, and directing all internal operations to ensure organizational alignment. We believe that only a complex (diverse in demographics and gifting) and united staff and leadership team can 'solve' the complex problems facing a global city like NY. Therefore the ED will need to be adept at working in a diverse team and fostering unity and collaboration in the pursuit of shared goals. The ED will also work closely with the Senior Pastor in facilitating a dynamic and life-giving gospel culture in the staff team and wider church, and will direct and oversee strategic planning, managing workflows, and day-to-day operations.

MAIN TASKS AND RESPONSIBILITIES



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Overseeing the Staff Team And Facilitating A Healthy Staff Culture

- Work with the Senior Pastor to recruit and develop godly, gifted and gospel hearted staff team members who are passionate about the vision of the church
- Establish appropriate structure and content of the various staff meetings, including leading the Senior Staff Team meeting
- Work with the Senior Pastor in establishing clear organizational values, and a healthy and dynamic staff culture in which diverse voices are drawn out and contribute towards the united vision
- Ensure excellent staff alignment with strategic goals and vision: clear staff structure and reporting lines, regular 1-1s, excellent personnel development
- Maintain emphasis on staff ‘equipping the church for works of ministry’ (Eph 4:12) to release the gifts in the wider church and not just ‘doing ministry’ for the church

Implementing Vision, Strategy and Budget

- Work with the Senior Pastor, Senior Staff Team, and Session to form a strategy marked by ‘godly ambition’ in pursuit of the overall vision, and facilitate a shift in emphasis to the church becoming more ‘movemental’ (every church member bought into and active in generating a movement of the gospel in Downtown NY)
- Work with the staff team to set appropriate and stretching organizational priorities and goals, including in each ministry and organizational area, for each ministry season
- Monitor and evaluate performance against strategy and be effective at adapting staff and volunteer goals/structures as appropriate
- With the Senior Pastor, work with the wider Redeemer Network to see a movement of the gospel in NY, and to do shared events and ministry initiatives where appropriate
- Work with the Senior Pastor to cultivate generosity and a strong donor base to enable the realization of the vision
- Active involvement with RDT Session, including attendance at Session meetings

Finance, HR and Internal Operations

- Work with Senior Pastor, Senior Staff Team to form the annual budget in alignment with the relevant stage of strategic season
- Monitor, evaluate and control budget expenditures against goals and ensure effective, timely and accurate reporting
- Oversee the effective operation of all the back/middle office tasks, and where appropriate interface with the Redeemer Network ‘services’ (HR, accounting, finance, IT)
- Ensure excellent HR policies and practices in staff team, and work with the Senior Pastor and Session to ensure the church has excellent pastoral care and grievance resolution processes that are biblical and trauma-informed



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- Oversee office-related decisions including the contract for the existing office, the Sunday church venue, and any mid-week venue

QUALIFICATIONS

Character

- A person of demonstrably godly character fulfilling the characteristics for a deacon in 1 Tim 3:8-13
- Spiritual resilience with deep foundations in prayer, recognising the joys and challenges of leadership in the local church
- Able to speak to concrete areas of personal change where a gospel dynamic is evident
- A person committed to the Biblical and Reformed Faith in cordial agreement with the Westminster Standards (Westminster Confession, Longer and Shorter Catechisms) and a Presbyterian mode of church government

Chemistry

- Passionate about the broad ministry distinctives (values) of the Redeemer Network summarized by:
 - **Gospel:** The Biblical, Reformed, Gospel that Jesus Christ is Lord and Savior of all, and therefore the gospel has implications for every area of life including work, and social justice
 - **City:** The Gospel needs to be carefully contextualized to the city, where there are unique opportunities and challenges for the church
 - **Movement:** A commitment to generating a gospel movement of personal repentance and corporate renewal, that involves every member of the church, and seeks to collaborate with other churches and ministry partners for the renewal of the city
- Excellent interpersonal skills, high emotional intelligence, and a track record of working well in diverse and complex teams.
- Able to facilitate a fun and dynamic culture in a staff team

Competency

- Excellent organizational effectiveness with a proficiency across the range of organizational processes (HR, finance, IT, staff meetings, marketing, communications, strategy, innovation, advancement)
- Has experienced professional failure, and personal suffering, and is able to speak to how these experiences have shaped their personal formation and professional approach
- A dynamic self-starter who also has the humility to understand the nuances of 'leading from the second chair'
- Proven track record as a leader of setting and delivering on ambitious goals



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- Proven track record of forming and overseeing teams, including skillful recruitment, onboarding, and offboarding staff members
- Minimum of 10+ years of business and management experience
- MBA or able to demonstrate MBA-level of experience and training
- Personal experience of large urban centers and the opportunities and challenges of large city dynamics particularly: high staff and church member turn-over, gospel skepticism, transience, urban work culture