



## MINISTRY DESCRIPTION

**Title:** Executive Director - Compassion Consortium  
**Department:** Compassion Consortium  
**Reports to:** Chief Operating Officer

**Schedule:** Regular, Full-time  
**FLSA:** Exempt

### **Ministry Function:**

The Executive Director - Compassion Consortium (EDCC) supports the ministry of Convoy of Hope by providing vision and strategic leadership for the Convoy of Hope Compassion Consortium (COHCC). The EDCC provides primary oversight of the COHCC's short and long-term goals, policies, operations, staff and curriculum. Further, the EDCC is responsible for building understanding around COHCC's mission, objectives, and programs. This individual must be a collaborative, resourceful and results-oriented leader who has demonstrated experience in consensus building, early-stage program development and implementation and the delivery of high-value communications to Compassion Consortium members.

### **Essential Duties and Responsibilities:**

#### **Leadership & Planning:**

1. Formulate a plan for the development of the COHCC, including milestones and deadlines.
2. Create a cross-campus participation in the formulation of the Consortium and its programs - curriculum, workshops, seminars and field experiences.
3. Identify, develop, mentor, oversee and support all staff necessary to the smooth operation of the Consortium.
4. Establish productive working environment for COHCC Staff.
5. Manages according to established CoH policies and procedures and holds self and staff accountable to them. Continuously finds processes that create improved efficiency while maintaining conformance to approved policies.

#### **Program Development and Implementation:**

1. Work with COH staff to formalize COH's unique knowledge, procedures and practices.
2. Work with Consortium partners to integrate diverse academic assets into training and educational programming.
3. Work with institution liaisons to ensure timely planning and implementation of agreed upon programs.
4. Strengthen the COHCC infrastructure and utilize continuous process improvement tools to ensure a strong foundation and ongoing improvements are made.

#### **Marketing and Public Relations:**

1. Serve as the primary spokesperson for the COHCC.
2. Coordinate all official communications with COHCC members.
3. In collaboration with the Chief Communications Officer, develop an effective web presence and social media strategy to build awareness and program ethos.

#### Financial Management:

1. Manage all business and financial operations of the Consortium.
2. Responsible to know and stay within established budget, holding self and staff accountable to it.
3. Cultivate and solicit prospects for Consortium economic sustainability.
4. Explore opportunities and develop staff capable of securing grant funding, major gifts, and planned giving.

All other duties as assigned by the Chief Operating Officer.

#### Required Knowledge, Skills, and Abilities:

1. Master's Degree required, Ph.D. preferred.
2. 10+ years professional experience required.
3. Ability to establish collaborative relationships required.
4. Must understand the challenges associated with early stage program development and have the ability to meet them.
5. A demonstrated record of program and event management.
6. Ability to manage concurrent projects and competing priorities within given parameters.
7. Capable of meeting and enforcing deadlines.
8. Excellent written and verbal communications skills.
9. Ability and willingness to travel for Consortium-related conferences and business as required.
10. Ability to stay informed on higher education trends, challenges and opportunities is required.
11. Appreciates, understands and is able to verbalize the role of COH to train and educate both lay persons and college-related students.
12. Serves as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
13. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
14. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

**Supervisory Responsibilities:** May supervise COHCC staff, interns and volunteers.