

D R A F T - Executive Director Job Description

A. Purpose:

The mission of the National Coalition of Men's Ministries is to equip its members to help every church build a vibrant discipling ministry with men. The Executive Director will help make this a reality by creating and maintaining the systems and structures of the NCMM.

B. Required Gifts:

This position requires a uniquely gifted individual. The individual should have exceptional strengths in the area of relationships, organization, communication, structure, and process. They should enjoy caring for people. They should be able to start projects, manage them, and finish them.

C. Major Responsibilities:

- a. Build and Maintain Relationships with Members – This individual must be able to stay connected to the members of NCMM as well as establish new relationships with potential members. He must be a man of prayer and compassion, letting each member know they are valued and loved.
- b. Initiate and Complete Projects – This individual must be able to work independently and coordinate the efforts of volunteer members to finish projects.
- c. Administrate the Organization – This individual must have the abilities to work with a small volunteer and part-time staff to ensure that everything necessary for running a non-profit organization is done with excellence.
- d. Develop Funding – This individual will be responsible for raising and earning the budget of NCMM. He will connect with donors who believe in the vision of discipling men. He will promote the vision of the organization and maintain relationships with current, past, and prospective donors.
- e. Facilitate for National Chairman – The Executive Director will facilitate opportunities for the National Chairman to promote men's discipleship across the country.
- f. Coordinate National Promotion – The Executive Director will coordinate the promotional efforts of the organization, recruiting, as needed, local volunteers to promote NCMM programs and initiatives.

D. Time Requirements / Reporting:

This will likely be a part-time or half-time position over the next year unless adequate funding can be developed by the Executive Director. The Executive Director will report to the Board of Directors and will work closely with the Board Chairman.