



Executive Coordinator Position Description

FOBAI is recruiting a *part-time, home-based* Executive Coordinator to manage the work of the Forum of Bible Agencies International, a 501(c)(3) agency registered in New York. Information about the membership and the FOBAI network can be found on the website www.forum-int.net.

Purpose of Role:

- To provide a support service to the FOBAI Board and its Executive and oversee the efficient coordination of the Forum's network and activities.
- To lead the development and delivery of the Forum's Annual Meeting for around 150 ministry leaders in the destination decided by the membership.

Accountability: The Executive Coordinator is responsible to the Executive Committee for all aspects of their role and reports to the Chair of the Executive. The Executive Coordinator is accountable to the Board via the Executive. The Executive Coordinator oversees the work of the Finance Associate and Digital Assistant.

1. Governance and Executive Support

- a. Serve the FOBAI executive and governance in respect to the bylaws and activities of the Forum.
- b. Support the FOBAI CEO community, Board and Executive in the development and implementation of strategic initiatives.
- c. Ensure the resolutions of the Executive and Board are implemented according to agreed time frames.

2. Event Management

With the Executive and other delegated parties:

- a. Contribute to the Annual Meeting theme development and program design in line with the Forum's strategic intentions.
- b. Facilitate the implementation of the Annual Meeting program by identifying speakers and creative meeting processes that add value to the membership.

Oversee administration related to FOBAI meetings and events including:

- c. Management and oversight of the Annual Meetings and other Forum events.
- d. Preparation of meeting information, programs, agendas and relevant documents .
- e. Liaison with speakers arranging for subsidy and honorariums as required.
- f. Ensuring that notes of the Annual Meeting and minutes of the meetings of the CEOs, Board, Executive and other meetings are taken.
- g. Provision of and reporting on meeting evaluations.

With the Finance Associate:

- h. Oversight of logistics and budget for and attendance at Annual Meetings.
- i. Assist with making the contract for the Annual Meeting venue accommodation, conference facilities, meals and technological equipment.

- j. Distribute information to FOBAI member audiences regarding the venue, program and travel arrangements including visa requirements.

3. Membership Management

Serve as the primary contact for members and potential members including:

- a. Maintaining current knowledge of developments in member agencies.
- b. Develop good interpersonal relationships with FOBAI member leaders.
- c. Provide information pro-actively and on request to members concerning FOBAI by-laws and related practices and activities
- d. Communication with potential new members and provision of information as required.
- e. Maintain contact and provide reports to and from regional and national Forums where applicable.

4. Communications and Digital Technology

- a. Oversee the development and maintenance of the FOBAI website including third party sites (find.Bible and Scripture-engagement.org).
- b. Manage and moderate FOBAI website content as required.
- c. Oversee the process of development and distribution of promotional materials as required.
- d. Maintain and develop systems for all digital assets including data, CRM and email, financial management, word processing, internet content and archives.
- e. Ensure Forum policies and procedures are updated and communicated as required.
- f. Ensure third party contracts and licenses are kept up to date.

5. Finance and Forum Administration

- a. Support and assist the work of the Finance Associate as required.
- b. Maintain regular contact with the Associate and other FOBAI staff.
- c. Assist any recruitment and selection process for FOBAI staff and contractors ensuring compliance with relevant local employment legislation.
- d. Negotiate the provision and terms of services in kind from member agencies.

Person Profile and Experience

- Proven ability to communicate effectively with CEO's, their equivalent and other senior staff.
- Highly competent at building and maintaining virtual relationships with leaders around the world.
- Understanding of contemporary Christian missions and ecclesiologies.
- Knowledge of and commitment to the work of Bible agencies globally.
- Experience of the nonprofit sector in the USA or elsewhere.
- Cross-cultural understanding including visiting other countries.
- Fluency in English.
- Valid passport and ability to travel internationally in line with the accountabilities of the role.

Skills and Competences

- A motivated, self-starter, able to take initiative and work effectively unsupervised and meet work deadlines.
- Capable of taking strategic plans and creating practicable, operating plans.
- Ability to administer processes efficiently and with a high degree of confidentiality.
- Financially literate with experience of budgeting and managing financial processes.
- Event and project management background ideally in an international setting.
- Good copy writing, note taking and reporting skills with an ability to draft correspondence, minutes, and reports.
- Excellent office software proficiency and knowledge of CRM systems.

Terms and Conditions

The Executive Coordinator position is home-based and may be performed from any country on the understanding that virtual meetings can be in any time zone but predominately those of North America.

The work volume varies throughout the year but averages 50% time over the year. There is a peak time commitment (September to May) both in the lead up to and aftermath of the Annual Meeting that normally convenes in April each year. In addition, there are a minimum of five Executive Committee meetings per year, two of which are normally in person, one mid-term meeting and one in person Board meeting. FOBAI is open to a variety of part-time contractual arrangements.

The level of compensation will take into account the relative purchasing power in the country where the successful candidate lives.