



FOBAI Executive Coordinator Position Overview

FOBAI is recruiting a *part-time, home based* Executive Coordinator to manage the work of the Forum of Bible Agencies International, a small 501(c)(3) agency with a global mission registered in New York.

The purpose of the role is two-fold:

- 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.

About You

The position would most suit someone with a passion for Christian mission and the Bible, who will communicate effectively with CEO level and other mission leaders in a way that builds and maintains relationships among the FOBAI membership. You are likely to have a number of years' experience working in operational roles in nonprofit, mission environments; have proven cross-cultural understanding; and, demonstrable sympathy to the mission of the agency and its members.

You are also highly organised and enjoy variety in your work – from strategy development to serving governance; from detailed administration to program and event management. You are motivated by a hands-on role that requires a broad skill set to personally meet the operational needs of the network.

While you must be able to work effectively unsupervised, you will work alongside the Forum's part-time Finance Associate on a range of operational activities and report to the Forum's Executive Committee through the Chair.

You need to be fluent in spoken and written English, hold a current passport and be able to travel internationally in line with the accountabilities of the role.

About the Appointment

The Executive Coordinator role 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.

More About the Role

- A full position description including person profile is available to download from the [Forum's website along](#) with a description about how to apply. There is no deadline for applications and each application will be considered on a rolling basis.
- For an informal conversation about the role before deciding to apply, please email [Ashley Scott](#), the current Executive Coordinator.
- Information about the membership and the FOBAI network can be found on the Forum's website www.forum-int.net.