



POSITION DESCRIPTION

Position Information

JOB TITLE: Vice President – Americas Area
GRADE: E12
REPORTS TO: Senior Vice President – Global Ministry
HRS WKD PER WEEK: 40

Location Information

Division (s):

- Finance
- Resource Development
- Publishing
- Translations
- Partnerships
- Operations & Administration
- Global Technology/IT
- Office of the CEO
- Marketing & Communication
- Human Resources
- Global Ministry
- Other _____

Geographic Location (s):

- Colorado Springs
- Miami
- Other US location
- Other location

Department:

Department Number:

Effective Date:

Status:

New

Revised

POSITION DESCRIPTION

Vice President – Americas Area

PURPOSE:

The purpose of the Vice President - Americas Area (encompassing North, Central and South America) is to advance the mission of Biblica throughout the Americas by providing strategic leadership consistent with Biblica's Strategic Plan and ensuring that all Global (and local where applicable) Board governance policies are followed. Primary responsibility of the VP - Americas is to develop and expand ministry partnerships to maximize Bible access and engagement in the Americas for the Rising Generations and Frontline Church. Also, the VP is to steward and grow resources for Biblica's programs across the Americas Area by assisting the Advancement team with various ministry investors, seeking local area donations and partner contributions.

The VP of Americas Area also plays a major role as catalyst, facilitator, team builder, spiritual leader, teacher and advisor. As such, he/she must reside in the Americas Area to effectively facilitate team leadership.

SCOPE:

The Vice President of Americas Area serves strategically as a member of the Global Leadership team. Where legally required to have a local board, this position will also be an ex officio member of each National Board, committee and council operating in the assigned geographic cluster and ensure global Board policies are carried out. They are also to ensure that the strategic plan initiatives are properly executed, so that Biblica's mission is achieved and programmatic impact is properly assessed. This position will interact synergistically with the other global Vice Presidents to discuss common issues, develop economies of scale, advance the Biblica vision, mission, spiritual growth, and human and financial resources within the geographic cluster for maximum ministry effectiveness.

I. KEY RESPONSIBILITIES:

- Represent Biblica at executive levels throughout the Americas Area to drive intended ministry outcomes through partnerships and ensure the strategic plan is executed well.
- Responsible for setting directions and program outcomes for the geographic area, supported by Finance and Operations teams.
- Collaborate with Translation and Publishing Teams as well as Advancement, to align regional ministry partnership needs with translation and publishing planning to ensure ministry partners are served with excellence.
- Responsible for oversight within the Americas Area of all Bible programs ensuring consistency and cultural appropriateness in coordination with Bible content/publishing

team. Particular emphasis on Reach4Life, Treasure Hunt Bible, Equipping Leaders and others that may be developed as global programs.

- Engage in global fundraising and marketing strategies, as directed by the CEO, SVP-Global Ministry and coordinated by SVP-Advancement.
- Represent Biblica's Americas Area as key spokesperson at executive levels to any media and acts as the primary liaison with ministry partner organizations, church leaders, government officials, and ministry investors.
- Collaborate with Impact Assessment team to ensure ministry programs throughout the area are achieving desired outcomes.
- Work in tandem with the support of global partnership teams, to identify and develop ministry alliances (especially for Scripture engagement) with other ministries, churches, and parachurch groups to meaningfully increase the engagement of Scriptures.
- Facilitate innovative thinking to consider customized approaches for product and program development that achieve strategic plan goals for diverse audiences.
- Ensure that the development of Scripture resources is in collaboration with a global mindset allowing for cultural contextualization, including other Area VPs and the publishing team.

II. AREAS OF OVERSIGHT

A. Staff

No effective ministry will occur without spiritually strong employees who are sensitive to the leading of the Holy Spirit. The VP- Americas will give support to the staff (directly reporting or matrixed) within their region encouraging alignment with Biblica Vision, Mission, Core Values, Policies and Procedures. Collaborating within the management of the Area Finance Director to maintain human resources guidelines and provide spiritual and professional training programs for staff development.

The VP will implement a plan to spiritually and professionally encourage the Regional and National Directors and their staff, and to promote cross training between staff from different regions within the area.

B. Programs

The VP – Americas Area will be responsible for oversight within the Americas of all Bible programs ensuring consistency and cultural appropriateness in coordination with Bible content/publishing team. Particular emphasis on Reach4Life, Treasure Hunt Bible, Equipping Leaders and others that may be developed as global programs. They will also work in tandem with the support of global partnership teams, to identify and develop partnerships with other ministries, churches, and parachurch groups to meaningfully increase the engagement of Scriptures.

C. Finances

The VP –Americas Area working in collaboration with Area Finance Directors helps to ensure sound fiscal functions of the geographic location in accordance with set accounting principles and guidelines as established by Biblica, and other legal requirements by the specified geographical area. Further, active participation in ministry investor relations and advancement is required. The VP will provide strategic financial input and leadership on decision-making issues affecting the ministry; i.e., evaluation of potential alliances and partnerships within assigned geographic location.

D. Board Development

This VP –Americas Area will provide assistance to each Regional and National Director (where one is needed) to develop wise, spiritually strong and cross-cultural Area Advisory Councils, Area and National Boards - where legally required - incorporating the governance policies approved by the Biblica Global Board.

E. Operations

The VP – Americas Area provides strategic oversight of operational processes of the geographic location group. Ensures that all ministry program/project operations meet the highest quality standards and optimum cost containment. Oversees ministry programs/projects within the Americas group and monitors implementation and execution of projects within budget parameters.

F. Impact

Annual ministry program plans that implement the strategic plan and give direction to grow ministry in each area in the location group are critical. In collaboration and under the advisement of the Impact Office, various factors (TBD) should be considered to gauge impact assessment so that we can measure the effectiveness of ministry programs and outcomes.

III. QUALIFICATIONS

- Strong personal commitment to Jesus Christ, Biblica’s Purpose, Mission Statement, Core Values, Statement of Faith and Christian Community Policy.
- Planning: strategic planner with the ability to think ahead and plan over a 1-5 year time span
- Management: The ability to organize and manage multiple priorities
- Leadership: Strong charismatic leader, speaker and motivating teacher

- Communication: Excellent communication skills with ability to make effective and persuasive speeches and presentation to the Board, executive partners and high-profile ministry investors
- Fluency in English and Spanish desired
- Skilled in cross-cultural understanding sensitivity with ability to travel and communicate globally
- Adaptability and flexibility with ability to interact with host nationals
- Tolerance for ambiguity; open-mindedness and good social and interpersonal skills
- People oriented, encourager
- Entrepreneurial spirit
- Action oriented, high achiever and forward thinker
- Graduate/Post Graduate Education
- Over ten years ministry or business experience at the executive level
- Must reside within the geographic area of oversight.

Travel Required: Ability to travel internationally and domestically up to 30% of time

Resource Responsibilities:

- The VP – Americas Area will efficiently manage budgeted resources such as travel, conferences, etc. They will abide by the ministry guidelines for travel and entertainment.
- Signature authority of \$25,000

The above job description is intended to describe the general nature and level of work being performed by staff assigned to this position. It is not intended to be all-inclusive as other duties as assigned are to be completed.