



POSITION DESCRIPTION

Position Information

JOB TITLE: Area Executive Director, Americas
GRADE: E11
REPORTS TO: CMO
HRS WKD PER WEEK: 40

Location Information

Division (s):

- Finance
- Resource Development
- Publishing
- Translations
- Partnerships
- Operations & Administration
- Global Technology/IT
- Office of the CEO
- Communications & Content
- Human Resources
- Bible Engagement
- Other _____

Geographic Location (s):

- Colorado Springs
- Miami
- Other US location

- Other location

Department: Partnerships

Department Number: 051-139

Effective Date:

Status: New
 Revised

POSITION DESCRIPTION

Area Executive Director, Americas

Purpose

The AED-A will lead our partner-driven work throughout the Americas (USA, Latin America and Canada). They will identify and formalize partnerships with whom they will serve to develop, enhance/strengthen or carry out their Bible ministry strategy for overall mission achievement, ensuring that all Board governance policies are followed. Position reports to the Chief Ministry Officer (CMO) and collaborates with the Leadership Team.

Scope

Identifies, develops and provides hands-on operational oversight for the implementation of agreed project deliverables of Americas including: Scripture engagement, publishing, translation and/or licensing and technical support to create supply chain work plan that develops and/or delivers the product and services agreed to on time. They will develop a strategy for Biblica to achieve its goals through partnerships and collaboratively build the Americas' engagement with global strategic partnerships.

Helps in raising the funding for such partnerships and ministry activities through all available sources, including major donors, churches, foundations, and other resource partners, as well as finding and building on any revenue generating partnerships.

Responsibilities

- Using a consultative approach, influence Americas strategies with key partners to significantly increase the number of people impacted and transformed by the Bible over the current levels, as agreed with the CMO and in line with the Strategic Plan. Specific focus should be on strategic ministry partners and developing both existing and new relationships with denominational leaders who enable us to impact more people with the Word of God.
- Work with The Global Publications and Translation Team to ensure the right products are developed, including digital formats, and in place to meet the developing ministry opportunities in the Americas, providing positive income outcomes.
- Oversees and ensures monitoring and evaluation of partner outcomes, and impact reporting in order to effectively gauge stewardship of donor funds and effectiveness of programmatic outcomes.
- Acquires and maintains Biblica organizational knowledge around the pillars of Translation, Access and Engagement including: ministry focus areas, general knowledge of translation process and current projects, available array of products and formats, programs implemented and geographic areas of operation.
- Represents Biblica as needed/requested among US government entities, ministry networks, Strategic Ministry Partnerships and donor networks or events.
- Develop program impact exposure trips and visits regionally to enhance partnership activity or enhance donor revenue for partner projects.

- Create new income streams for Biblica through product revenues and/or measurable donation revenues.
- Identify, assist and coordinate donor targets and opportunities in region with the Advancement Team.
- Meet annual targets and objectives as set by the CMO that will include measurable revenue, profitability, reach and impact targets.
- Builds and manages departmental budgets and cost centers in conjunction with Finance team.
- Assist the CMO in ways requested.

Qualifications

Strong personal commitment to Jesus Christ, agreement with Biblica's Statement of Faith and Christian Community Policy, and a passion for Biblica's mission. Spiritually mature and sensitive to the leading of the Holy Spirit. Possesses strong cross-cultural knowledge and has ability to interact in a culturally relevant and appropriate way with global ministry leaders. Understands the challenges of working in a global environment.

Other Qualifications:

- Bilingual (Spanish/English)
- B.A. degree in relevant field (marketing, sales, international business, finance); Master's preferred.
- Minimum of 5-years' experience in comparable role
- Significant, demonstrable experience in fund-raising
- Proven experience in developing effective ministry partnerships with denominations/churches and other ministries
- Gifted public speaker and advocate

Key Competencies

- **INTERPERSONAL COMMUNICATION SKILLS:** Acts in a way that indicates understanding and accurate interpretation of others' concerns, motives, feelings, strengths and limitations. Gains the trust and confidence of others by listening patiently and demonstrating sensitivity to others' feelings. Correctly interprets nonverbal behaviors; clarifies others' points of view and ensures that others in a group feel heard.
- **BUILDING RELATIONSHIPS:** Relates to others in an open, friendly, accepting and respectful manner; viewed as approachable and shows interest in others; develops and maintains high-quality relationships with manager, peers, and direct reports; demonstrates flexibility and builds formal and informal networks to get things done; identifies and cultivates relationships with peers and stakeholders in other parts of the organization; maintains collaborative relationships with co-workers while at the same time maintaining professional boundaries; build and maintains appropriate contacts and networks with people in the industry or profession. Is able to initiate and establish relationships with a purpose that leads to specific outcomes and results.
- **EXECUTION:** Effectively manages time and priorities by focusing on highest priority tasks and working efficiently. Establishes and adheres to due dates for projects and

assignments. May delegate responsibilities and appropriate authority to others. Does not procrastinate and holds self and others accountable for meeting targets. Makes sure that actions agreed upon have been taken. Makes back-up plans for important projects. Conducts routine follow-up. Immediately informs appropriate parties if deadlines will be delayed. Ensures all parts of the job are completed, including follow-up plans and paperwork. Routinely under-promises and over-delivers.

- **CONSULTING, COACHING & DEVELOPING:** Creates an effective partnership relationship through a service-oriented, consulting approach with partner clients; takes an appreciative inquiry approach by starting with what is currently working and can be built on; helps others to understand their strengths and creates joint development and coaching plans; facilitates learning opportunities; provides relevant, high-impact feedback; is an effective networker for relevant resources and contacts.
- **STRATEGY DEVELOPMENT:** Assesses and diagnoses organization's needs by listening to clients expressed needs as well as analyzing key organizational documents for historical and contextual understanding. Based on Biblica's Bible use strategic planning framework, be able to assess and advise clients on how to create a new strategy or strengthen an existing one.
- **PRODUCTION AND PROJECT MANAGEMENT:** Provides hands-on operational oversight for the implementation of agreed project deliverables; coordinates global support services such as publishing, translation and/or licensing, technical support to create supply chain work plan that develops and/or delivers agreed to product and services agreed on time.
- **ORGANIZATIONAL KNOWLEDGE:** Understands the organization's culture. Can accurately explain the organization's structure, major products/services, and how various parts of the organization contribute to each other. Understands and can explain the reasoning behind policies, practices and procedures. Uses formal channels and informal networks to accomplish work. Understands, accepts and communicates realities and implications. Comfortably navigates competing interests in the organization.
- **BIBLICA AND INDUSTRY BIBLE STRATEGY:** Can define and identify best practice use of Bible strategy for achieving organizational mission goals. Can provide examples and facilitate innovative thinking to consider customized approaches for product development that achieve strategy goals for diverse audiences.
- **CULTURAL KNOWLEDGE:** Knowledgeable of their region and countries, as well as significant cross-cultural understanding.

Knowledge, Skills, Abilities

- Excellent interpersonal and cross-cultural skills
- Excellent verbal, written communication and presentation skills
- Strong team player and collaborative skills

- Excellent analytical skills with the ability to synthesize data, develop and carry out a strategic plan.
- Creative and innovative - able to help identify unique and customized products and solutions.
- Strong project management skills for both planning the project details for production delivery and strategy implementation
- Ability to identify, document and share best practices across partner experiences.
- Kingdom-focused
- Consensus builder
- Good business acumen
- Strong leadership skills
- Partnership-minded

Resource Responsibilities:

Signing authority of up to \$25,000

Travel Required:

Ability to travel internationally and domestically up to 30% of time

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.