



## **Position Opportunity: Executive Coordinator**

The Governing Board of the Cooperative Baptist Fellowship invites applications from individuals seeking to fill the position of Executive Coordinator following the current Executive Coordinator's planned retirement.

The Cooperative Baptist Fellowship is a Christian, uniquely Baptist network comprised of individuals and churches that work together to spread the hope of Christ. Our diverse community includes partners around the globe, and our fellowship supports a wide range of missions and ministries that give people opportunities to put their faith into action. With a deep respect for freedom, diversity and equality, we encourage autonomy while inviting collaboration.

The strength of the Fellowship are the local churches united in cooperative commitments to sustain the long-term work of missionaries. The Fellowship is the premiere Baptist mission sending organization operating with the highest integrity in relating to the people we serve and the partners with whom we serve. The Fellowship is a big tent for Baptist congregations as it seeks to give voice to the core Baptist distinctives of local churches, while helping to define Baptist Christianity in the larger world context.

Founded 27 years ago, the Cooperative Baptist Fellowship is a financially healthy organization with a strong existing staff. The Fellowship has a platform and the resources, as evidenced by the growing Offering for Global Missions, that permit it to be innovative, nimble and agile. We are an inter-generational and theologically diverse group of Baptists with a strong cohort of young leaders and growing participation from African-American and Latino fellowships and congregations.

The Governing Board is seeking a new leader who is grounded in Biblical faith with a commitment to the mission of Jesus and who has the ability to take the unchanging gospel to a rapidly changing world. We seek an individual who can capitalize on current strengths while pursuing innovation and growth. Our next leader will build on the past 27 years of organizational success while having the freedom to shape the organization for future service and mission success.

### **Desired Skills:**

- Accomplished communicator - this includes public speaking and writing
- Relationship builder
- Ability to manage diverse partnerships
- Ability to listen well to diverse constituents and partners
- Organizationally and fiscally competent

- Strong fundraiser
- Willingness to provide spiritual leadership to organization staff and church leaders
- Effective in engaging diverse cultures and generations
- Technologically competent with an ability to understand and use current and emerging communication tools
- Savvy with both traditional and social media

Desired Attributes:

- A committed Christian with a global vision
- A demonstrated commitment to Baptist distinctives and principles
- Theologically competent and mature
- A history of engagement with the Cooperative Baptist Fellowship
- Familiarity and experience with the work of the local church
- The presence to be a global leader
- Resilient, adaptable and contextual
- Genuine, authentic, sincere, and transparent
- Convictional and kind, respectful, and gracious toward others
- Comfortable and capable in a variety of spaces

Requirements:

- An earned advanced degree from an accredited institution
- Ten years or more of successful senior leadership experience at a complex organization
- Must travel well
- Willing to locate in Decatur, GA

**About the Cooperative Baptist Fellowship:**

The Cooperative Baptist Fellowship is a Christian network comprised of individuals and approximately 1800 local churches that work together to spread the hope of Christ. For more than 27 years, CBF has been driven by its mission to serve Christians and churches as they discover and fulfill their God-given mission and to live into our vision to be a national and global community bearing witness to the Gospel in partnership with Christians across the nation and around the world.

**Application Process**

Individuals interested in the position should submit three documents for consideration:

- A cover letter (1 page maximum) which summarizes your qualifications and interest
- Resume
- Contact information for three references

Application materials submitted by September 15, 2018 will be given priority.

Please email your application materials to [search@emdconsulting.com](mailto:search@emdconsulting.com). To insure delivery, the file size of the email must not exceed 5MB.