



Job Title & Status	<i>Executive Director</i> <i>Full Time/Exempt</i>
Reports to	<i>Lutheran Women's Missionary League (LWML) President</i>

Organizational Profile

The Lutheran Women's Missionary League (LWML), dba Lutheran Women in Mission, was established as the official women's organization of The Lutheran Church—Missouri Synod in 1942. As Lutheran Women in Mission, we focus on affirming each woman's relationship with Christ, encouraging and equipping women to live out their Christian lives in active mission service, both in their communities and by supporting missions worldwide through grant funding.

Reporting Relationships

- The Executive Director reports directly to the LWML President.

Leadership and Management

- Embrace and articulate the mission, vision, and ministry of the LWML as set forth by the LWML Board of Directors (BOD) and Presidents Assembly.
- Contribute to the LWML mission by providing guidance, information, and expertise as needed and in a timely manner.
- Establish and maintain close communication with the LWML President, Treasurer, and Board of Directors.
- Organize, motivate, and mentor staff to strategically grow LWML's impact, programs, and fundraising and to effectively fulfill its important mission.
- Continually foster a culture that encourages collaboration between the BOD and the office staff and recognizes positive contributions.
- Oversee processes such as hiring, separation, ongoing staff development, performance management, and compensation and benefits.
- In collaboration and partnership with the BOD, develop and implement the organization's strategic plan, ensuring alignment with day-to-day business and mission activities.
- Protect the organization's integrity through proper management of confidential information and accountability of operations, in compliance with LWML Financial and Operating Policies and the LWML Procedures Manual.
- Attend BOD meetings and appropriate BOD Committee meetings (in-person or virtual) in an advisory capacity and provide reports and updates on staff as well as all current work, project timelines, and project and organizational progress.
- Maintain regular and ongoing communication to build strong relationships with the entire Board, providing management expertise, with information to support informed decisions in a timely and accurate manner.
- Implement and support the Board of Directors' decisions, vision, and direction amongst staff.
- Represent LWML and serve as representative publicly at events, conferences, and partnership meetings, as requested.

Operations Management

- Oversee day-to-day operations of LWML and manage its overall successful long-term operations. Inclusive of reception, facilities, workplace safety, furnishings, and proper equipment for effective operations.
- Field IT issues/needs of the organization and coordinate with IT vendor to provide technical assistance and support. Work with IT vendor to create and manage compliance of controls and procedures around data security.
- Implement approved policies and procedures to ensure that processes are in line with best practices, legal requirements, and LWML Board of Directors' direction.

- Ensure the office has a professional presentation for visitors and guests, and partner with Concordia Seminary to ensure LWML's continued physical space on campus.
- Work closely and transparently with all external partners, including third-party vendors, auditors, and business partners.
- Oversee LWML's marketing efforts in collaboration with the Board of Directors and Office staff.
- Perform other duties as assigned by the LWML President.

Financial Management and Administration

- Clearly communicate and present financial and investment information to the LWML, Board of Directors, Finance and Operations Committee, Investment Committee, and Presidents Assembly as needed.
- Build and maintain, in conjunction with the Treasurer, the biennial operating budget.
- In conjunction with the Treasurer and the Board of Directors, oversee LWML's financial stability and sustainability by maintaining healthy cash flow and adequate reserves.
- Administer the management of all leases, contracts, and other financial commitments as well as the acquisition of approved capital assets.
- Make recommendations for the further development of LWML's human resources and administration in the areas of professional development, compensation, performance evaluations, training, benefits, recruiting, and work processes to the Finance and Operations Committee for their action.
- Responsible for the management of the process and reporting of all vacation and personal time off, submitting payroll information to the authorized payroll company.
- Administers employee insurance and benefits plans and keeps staff apprised of applicable updates.
- Research and advise LWML leadership on appropriate insurance coverage for the organization and implement the coverage at the direction of the Board of Directors.
- Report personnel issues to the LWML President and/or Chairman of the Finance and Operations Committee before implementing policies or actions.

Education and Qualifications

- Bachelor's degree with emphasis in business, human resources, finance, marketing, or related field.
- Five or more years of nonprofit management experience.
- Experience with the following human resources functional areas: employee lifecycle, evaluation of work procedures, fostering cohesive staff relationships, and compliance with personnel and human resource policies and regulations.
- Experience with audit, legal compliance, and risk management.
- Experience with nonprofit organizational budgeting.
- Experience in marketing, public relations, and fundraising activities.
- Proficiency in Microsoft Office and QuickBooks.
- Membership in good standing of a congregation of The Lutheran Church—Missouri Synod (LCMS), preferred.
- Previous experience working in the LCMS-related capacity, preferred.

Knowledge, Skills, and Abilities

- Superior communication and relationship building skills to foster respectful partnerships with church leaders and business partners and establish healthy relationships with LWML board members and LWML district officers.
- Strong financial management skills: including budget preparation, analysis, decision making, and reporting.
- Good organizational skills and attention to detail: ability to meet deadlines while coordinating multiple projects, tasks, and teams.
- High degree of integrity, professionalism, leadership, and consensus building with the ability to accept direction.
- Willingness and ability to occasionally work nights or weekends.
- Willingness and ability to travel.
- Encourage staff in continued education opportunities, support and reward their innovative thinking.
- Willingness to learn and grow personally and professionally.
- Strong moral code.

Supervisory Responsibility

- Supervises the staff and operations of the LWML office.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. The LWML Board of Directors reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

Environmental and Physical Demands

Please answer each question below regarding environment and physical demands by indicating which % of time best describes the job. Do not write a specific %, simply show the amount of time by checking the appropriate boxes.

A. How much on-the-job time is spent in the following physical activities?

	Never 0%	Occasionally 1-32%	Frequently 33-65%	Constantly 66-100%
Standing		x		
Walking		x		
Sitting				x
Talking, Hearing			x	
Feeling, Fingering, Grasping		x		
Climbing, Balancing	x			
Crouching, Crawling, Kneeling	x			
Reaching with Hands and Arms		x		
Tasting, Smelling	x			

B. Does this job require that weight be lifted or force be exerted?

	Never 0%	Occasionally 1-32%	Frequently 33-65%	Constantly 66-100%
Up to 10 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

C. Does this job have any special vision requirements?

	Never 0%	Occasionally 1-32%	Frequently 33-65%	Constantly 66-100%
Looking at Computer Screen				x
Color Vision (identify and distinguish colors)			x	
Peripheral, Depth Perception			x	
Ability to Adjust Focus				x

D. How much exposure does this job have to the following environmental conditions?

	Never 0%	Occasionally 1-32%	Frequently 33-65%	Constantly 66-100%
Toxic Chemicals	x			
Moving Parts	x			
Electrical Shock Risk	x			
Explosives	x			
Fumes	x			
Extreme Cold (non-weather)	x			
Extreme Heat (non-weather)	x			
Severe Hot Weather	x			
Severe Cold Weather	x			
Blood, Body Fluid	x			

E. How much noise is typical for this job's work environment?

NOTE: These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties and skills required of this job

	Very Quiet (Example: Forest trail, isolation booth for hearing test)
x	Quiet (Example: Library, private office)
x	Moderate Noise (Example: Business office with printers, copiers, other office equipment, light traffic)
	Loud Noise (Example: Metal can manufacturing, large earth moving equipment)
	Very Loud Noise (Example: Jack hammer work, front row rock concert)