



EXECUTIVE DIRECTOR JOB DESCRIPTION

The Executive Director leads the strategy and implementation of the mission of Magazine Training International, which is to encourage, strengthen, and provide training and resources to Christian magazine publishers as they seek to build the church and reach their societies for Christ.

Magazine Training International is a 501(c)3 nonprofit with an average annual income of \$167,000, a staff of three full- and part-time employees (including the executive director), plus contractors and volunteers who carry out the training program.

Responsibilities

Leadership - Provide visionary leadership that aligns with the organization's mission and values. Develop and communicate a compelling vision for the organization's growth and impact. Lead staff in the implementation of program goals.

Program – Oversee strategy and delivery of training and resources, both online and in-person.

Partnerships – Develop and maintain relationships with key organizations and individuals who can further the mission of MTI. This includes the volunteer trainer network, overseas publishers who assist onsite with conferences, and financial partners.

Development - Develop relations with individuals, foundations, and corporations. Raise money needed to fund the organization.

Financial – Oversee the budget and manage organizational resources under the oversight of the Board of Directors, complying with legal and regulatory requirements.

Board of Directors– Serve as an ex-officio voting member of the board. Report to the board and help cultivate current and future board members who can provide strategic oversight and input to further the mission of MTI.

Qualifications

- Strong leadership, organizational and communication skills.
- Exposure to or experience in Christian publishing .
- At least five years experience as an executive director or in another significant leadership role.
- International or cross-cultural experience or exposure.
- Experience in managing staff, volunteers, and contractors.
- Proven ability to adapt to changing environment and cultivate new skills.
- Mature Christian faith, affirming Scripture as God's Word and the transforming work of Jesus Christ.

Location

Current staff are located in Colorado Springs, CO. Location of executive director is flexible.

Time commitment

This is a full-time position.

Application period

Applications may be submitted beginning September 10, 2024 and will be considered on a rolling basis. Interested candidates may submit their applications at <https://magazinettraining.com/hiring>.

Salary

Salary is commensurate with experience and the cost of living in the applicant's location.