

JOB DESCRIPTION

Executive Director

T. Dale Smith

InterAct Ministries of Canada

Effective January 1, 2011

Summary

We believe that the gospel has the power to bring about whole-life transformation in individuals, families and communities, pictured by reconciliation and wholeness. Such an audacious goal cannot be achieved without strong support. The Executive Director is the public face of InterAct Ministries and gives special attention to building InterAct Ministries' capacity to help achieve this vision.

The Executive Director is appointed by the board of directors in full time administrative service, primarily by giving oversight to InterAct leaders in the planning of ministry programs designed to advance our vision and attract participation. By this means he will be positioned for strong mobilization of staff and partners to build the capacity necessary to fulfill InterAct Ministries' vision.

Relationships

- Reports to the Board of Directors for InterAct Ministries of Canada
- Chairman of the Executive Leadership Team
- Responsible for the Field Directors
- Relationship with the Administrative Team
- Meets with the Board of Directors as required

Key Responsibilities

The Executive Director is a fulltime administrator responsible for the following areas:

1. 30% - Public Ministries. Mobilization of new staff, cultivating financial partners, and reporting to the constituents of InterAct Ministries.
2. 40% - Vision Development and Strategic Implementation. Work closely with the Field Director and Administrative Team to define, plan and achieve InterAct's vision.
3. 20% - Board of Directors. Responsible for regular communication and keeping the board current with the implementation of the vision of InterAct Ministries

Responsibilities of all InterAct members/employees funded through deputized fundraising:

1. 10% - Maintain frequent communication with personal financial and prayer team members, and raise the funds required to meet 100% of personalized support schedule
2. Continue to adhere to InterAct Ministries' *Statement of Faith* and *Standards of Life & Ministry*.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.