



## Job Description: Chief Executive Officer

The Chief Executive Officer implements the strategic goals and objectives of Media Associates International (MAI), a not-for-profit Christian publishing training agency with staff of four and average annual budget of \$600,000. The CEO gives direction and leadership toward the achievement of MAI's vision, mission, strategy, and annual program goals and objectives.

**Program.** Leads in the development and execution of MAI's global training program, which includes in-person and virtual trainings and the triennial LittWorld conference.

**Financial.** Prepares the draft annual budget for Board consideration and manages MAI resources within the guidelines of the Board-approved budget according to current laws and regulations.

**Human resource management.** Supervises the staff at MAI's Carol Stream, Illinois, headquarters and oversees the work of volunteer trainers in MAI's international trainer network.

**Public profile and awareness.** Presents MAI and its mission, programs, products, and services in an engaging, positive way to relevant stakeholders including churches, publishers, and foundations.

**Partnership development.** Oversees fundraising planning and implementation, including identifying resource needs, researching funding sources, establishing strategies to approach potential funders, preparing grant proposals and requests, thanking donors for their gifts, and soliciting prayer support.

**Board support.** Supports operations and administration of the Board of Directors, serving as voting Board member, and member of the Executive, Finance and Nominating Committees, interfacing between Board and staff, and supporting the Board Chair.

**Global networks.** Fosters communication and builds relationships and community with MAI global colleagues; coordinates with leaders of MAI Regional Boards to develop and execute an integrated global training program.

**Spiritual.** Ensures that MAI programs, ethos, and activities remain consistent with MAI's Statement of Faith and Core Values.

## Qualifications

- 10-plus years of publishing-related experience
- Demonstrated skills as a teacher or trainer
- Prior international or cross-cultural experience/exposure
- Strong leadership, organizational, and communication skills
- Strategic planning and implementation experience
- Mature Christian faith, thorough knowledge of Scripture, active involvement in a local church
- Caring heart for global Christians involved in publishing and writing and a commitment to developing local talent and initiatives
- Relaxed attitude toward international travel
- Discerning of ability and potential in others, strong listening and observation skills
- Comfortable working with male and female leaders from different church, racial, and national backgrounds
- Flexible and adaptable to change, able to handle ambiguity in cross-cultural situations

*Updated 7/13/2022*