

# Job Description for Position of Executive Director Lutheran Bible Translators of Canada

The mission of Lutheran Bible Translators of Canada (LBTC) is to help bring people to faith in Jesus Christ by making the Word of God available to those who do not yet have it in the language of their hearts.

To carry out this mission, LBTC conducts linguistic research, translates the Bible, facilitates literacy, promotes scripture use, trains indigenous people, cooperating with local governments and educators, as well as national church leaders and the local community. LBTC involves Lutherans in Canada by building awareness through recruitment and by seeking partnerships for prayer, financial support and encouragement.

The Executive Director, with accountability to the LBTC Board of Directors, is responsible for the day-to-day operations involved in advancing and administering the ministry and mission of the organization.

## Responsibilities

The Executive Director of LBTC will provide general leadership and support for LBTC staff, missionaries, Board of Directors and volunteers. In particular the Executive Director will be responsible for the following areas:

### **Development**

- Maintain an advancement program to promote the mission of LBTC in Canadian Lutheran congregations

### **Recruitment**

- Recruit missionaries, volunteers, prayer, and financial partners

### **Liaison with LBT USA**

- Maintain a strong working relationship with Lutheran Bible Translators (USA)
- Work with LBT Program Ministries to attend to the physical, emotional, and spiritual well-being of LBTC missionaries while in the field and on furlough

### **Liaison with LBTC Missionaries and Workers**

- Visit deployed missionaries at least bi-annually
- Plan and manage missionary furloughs by coordinating speaking engagements, travel and accommodations while they are in Canada
- Maintain regular communications with missionaries and workers to ensure that LBTC policies are followed and reports are received upon request and when scheduled

### **Public Relations**

- Maintain liaisons with leaders of Canadian Lutheran church bodies and affiliated agencies and institutions
- Establish and maintain partnerships for fund development and/or program development

## **LBTC Organizational Management**

- Prepare a three-year Action Plan with priorities, goals, and a budget for annual evaluation, discussion, and approval by the Board of Directors
- Monitor the LBTC fiscal and development programs
- Manage and assist in providing general office functions, LBTC publications, mailings and website
- Have working knowledge of each office position and jump in and help out as required
- Ensure that LBTC events and meetings are coordinated and convened
- Ensure that donations are promptly and properly receipted
- Facilitate a team approach with staff, missionaries, board, volunteers, and donors

## **Qualifications**

The Executive Director will:

1. Be a member in good standing of a Lutheran Church body in agreement with the mission and doctrinal position of LBTC;
2. Be a dedicated servant of Jesus Christ with a passion for the salvation of the unreached; as well as a passion for the work and mission of LBTC;
3. Be a self-motivated person who can work independently;
4. Be able to travel extensively in Canada, to the United States and to areas where LBTC missionaries work;
5. Have leadership experience and be a team builder capable of working with field missionaries, the Board of Directors, and office staff;
6. Have good physical and mental health to carry on sustained administrative duties;
7. Have experience in public speaking;
8. Having the ability to speak and read French would be an advantage;
9. Have strong organizational abilities, be able to read financial reports, and a financial acumen to manage an organization with an annual budget of \$400,000 or more;
10. Have cross-cultural/mission experience (desirable); and
11. Have a good working knowledge of computers and office software.

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