

## **BMW Executive Director job description**

October 2013 updated for 11.26.2013 mtg

The Executive Director (hereafter known as the director) will lead BMW in its mission of making reproducing disciples of Jesus Christ among the Bengali people by sharing the Gospel and training those who believe. The director is responsible for the total program design, management, fundraising and communication.

### **I. Design**

- A. Study and seek advice to develop the most Biblical and effective models of accomplishing our mission.
- B. Cast an expanding vision for BMW.
- C. Recommend goals and objectives to the board.
- D. Recommend actions steps and timelines in order to implement the strategic plan.
- E. Develop materials and structures (including accountability) that will facilitate the strategic plan.
- F. Evaluate the program and suggest needed adjustments and redesigns on an annual basis.
- G. Present all of the above to the board for approval.

### **II. Management**

- A. Work with staff and the board in preparing the annual budget.
- B. Ensure that the organization operates within the budget guidelines.
- C. Maintain official records in the BMW office and oversee BMW office.
- D. Encourage, educate and direct staff and volunteers to maximize their contribution to the mission.
- E. Oversee job descriptions and annual performance reviews.
- F. Maintain an organizational climate in which it is a joy to serve.
- G. Recruit and release (when appropriate) staff, and volunteers.

### **III. Fundraising**

- A. Serve the family of supporters with meaningful encouragement, timely information and caring personal contact.
- B. Design a long-term and annual fund raising strategy along with the annual budget.
- C. Execute the fundraising strategy.

### **IV. Communication**

- A. Serve as the lead communicator to infect everyone with a zeal to reach the Bengali people for Christ.
- B. Update information on our Facebook and web pages.
- C. Study the Bengali language to be a better direct communicaton.
- D. Make all of our communications consistent with our mission.
- E. Write the regular newsletter.
- F. Conduct official correspondence and execute legal documents.
- G. Inform the board of all significant situations, information and trends and provide a written "month-in-review" report at each board meeting.
- H. Actively network with other mission agencies, missionaries and churches.
- I. Make presentations of BMW to an expanding circle of churches schools and other groups.