

ThereforeGo Ministries
Executive Director Job Description

Position Title: Executive Director

Reports To: Board of Directors

Status: Full-time, In-Office

Location: Kentwood, MI

Organization Summary

ThereforeGo Ministries helps churches challenge youth and emerging adults to commit their lives to Jesus Christ and transform this world for him. ThereforeGo Ministries is a non-profit Christian ministry organization that focuses on assisting local congregations of various denominations in their youth ministry through short-term mission trips and training. We strongly believe that the local church is the tool God created to use to reveal himself to the world. We know that taking the call of ministering to today's youth is not for the faint of heart. Therefore, we are blessed by encouraging, supporting, equipping, and partnering with congregations across North America to reach this generation for Jesus Christ!

Position Summary

The Executive Director (ED) serves as the chief executive of ThereforeGo Ministries and is responsible for the organization's consistent achievement of its mission, financial objectives, and strategic goals. The ED reports to the Board of Directors and manages the organization's operations, programs, staff, fundraising, and community engagement.

Key Responsibilities

Leadership & Strategic Direction

- Provide visionary and strategic leadership to support the mission and goals of the organization.
- Work with the board to develop and implement strategic plans and policies, including new ministry opportunities, models, and partnerships.
- Support board development, including recruitment, training, and engagement of board members.
- Prepare and present regular reports to the board on the organization's performance and strategic progress.

Fundraising & Financial Management

- Engage in fundraising and donor relations as a key strategic priority.
- Develop and implement a comprehensive, outcomes-based fundraising strategy, including donor cultivation, grant writing, corporate sponsorships, and fundraising events.
- Build a donor base from the ground up.
- Demonstrate a high capacity for networking and contact work, utilizing a donor CRM.
- Develop and maintain strong relationships with individual donors, churches, foundations, and community partners.
- Inspire and rally people to financially support ThereforeGo.
- Meet goals and track activities efficiently and effectively.
- Oversee the preparation of the annual budget and ensure sound financial management and reporting.
- Ensure compliance with nonprofit financial standards and IRS/state requirements.

Operations & Program Management

- Oversee daily operations and ensure the effective delivery of all programs and services.
- Ensure that program outcomes are measured, evaluated, and aligned with the organization's goals, including spiritual formation and participant safety.
- Develop and implement policies, procedures, and systems that support operational efficiency.
- Travel to service sites, churches, and other venues to support programming, evaluate effectiveness, and build relationships.
- Support staff in the recruitment of local churches to serve as host sites for short-term mission experiences.
- Manage organizational assets, facilities, technology, and risk management policies, utilizing staff leadership to accomplish these goals.

Staff Management

- Recruit, hire, supervise, and evaluate staff; build a collaborative and mission-driven culture.
- Lead staff meetings and engage in one-on-one coaching.
- Provide professional development opportunities and ensure compliance with HR best practices.

External Relations

- Serve as the primary spokesperson for the organization, promoting its mission, programs, and impact.
 - Build and maintain partnerships with churches, organizations, and key stakeholders.
 - Represent the organization at events, conferences, and in public forums.
 - Promote the ministry at denominational gatherings, conferences, and church events within the Christian Reformed Church and throughout the broader church community.
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Qualifications

- Passion for ThereforeGo's mission and demonstrated support of organizational values.
 - Commitment to and integration of the Christian faith into life and work.
 - Ability to network, partner, and engage with Christian Reformed churches, as well as build connections with churches of other denominations.
 - Bachelor's degree required, Master's degree preferred.
 - 3–5+ years of nonprofit leadership or ministry experience, preferably at a senior management level.
 - Willingness and ability to travel throughout North America.
 - Availability to work occasional evenings and weekends.
 - Demonstrated success in fundraising and donor relationship management.
 - Strong financial acumen and experience with budgeting and financial oversight.
 - Excellent communication, leadership, discernment, and interpersonal skills.
 - Ability to manage multiple priorities and work both independently and collaboratively.
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Compensation & Benefits

- Competitive salary based on experience.
- Health and retirement benefits.

To apply, please email your resume, cover letter, and references to thereforegoapply@gmail.com. Applications will be reviewed on a rolling basis.