



## **Executive Director**

The Executive Director for the First United Methodist Church of Boise City (the Church) oversees the operations for the Church's multiple campuses and missions initiatives. As a committed Christian and business-minded ministry leader, the Executive Director leads staff and helps implement the Church's vision. Serving under the direction of the Senior Pastor, the Executive Director provides organizational leadership, including responsibility for human resources and the oversight of administrative and operational activities. This role also works collaboratively across all ministries to promote greater focus, alignment, and care as the Church seeks to fulfill its mission.

### ***Objectives***

- Cultivate a culture that encourages staff, volunteers, and members to work together in fulfilling the Church's mission, vision, and values.
- Partner with church leadership and ministry teams to build a cohesive and supportive environment that meets the spiritual, operational, and developmental needs of the Church.
- Promote faithful stewardship to support the Church's operations and mission initiatives, while exercising sound financial oversight to ensure resources align with its mission.
- Work alongside pastoral staff, Council, committee members, volunteers, and the community to engage worshippers in ministry that transforms lives and shares God's love with the world.

### ***Responsibilities***

- Serve as part of the Church's leadership team, collaborating with pastoral leadership and Council to set long-term objectives and strategies of the Church.
- Develop and execute plans to implement the vision of the Senior Pastor and Church Council.
- Coordinate and oversee the daily operations of the Church under the authority of the Senior Pastor.
- Partner with the Children's Ministry Pastor to provide oversight and direction for the preschool and daycare ministries.
- Support and oversee HR operations for Church staff, including assessing workforce planning, recruitment based on defined job qualifications, training, compensation management, performance evaluation, and policy development and enforcement.

## ***Responsibilities continued...***

- Provide leadership and support that equips staff to serve effectively while nurturing a healthy and encouraging culture.
- Implement systems and processes that further the Church's ministry objectives.
- Lead a collaborative annual strategic planning process that evaluates ministry effectiveness and identifies priorities for the coming year and beyond.
- Partner with church leadership in budgeting and financial planning, helping ensure responsible stewardship and alignment with ministry goals.
- Participate in staff and volunteer committee meetings to share insight, encourage collaboration, and support ministry initiatives.
- Maintain an awareness of current trends and best practices with other churches of comparable size and make recommendations to the Church's leadership team and Church Council.
- Oversee management of Church facilities including maintenance, safety and security
- Support other Church needs as they arise, contributing wherever helpful to the Church's mission.

## ***Leadership Requirements***

- Proven ability to lead and collaborate with large teams while managing complex systems in church, nonprofit, or business settings.
- Strong communicator who builds trust and connection through both written and verbal communication and is comfortable addressing groups of varying sizes.
- Ability to navigate conflict with wisdom and grace, speaking truth in love while seeking unity.
- Experience partnering in budget development and financial stewardship to support ministry priorities.
- Commitment to leveraging technology collaboratively to advance the Church's mission.
- Ability to build meaningful relationships across generations and cultures within the Church community.
- Provide leadership that unites staff and lay volunteers in shared ministry efforts.

## ***Spiritual Requirements***

- A growing personal relationship with Christ.
- An appreciation for how the many diverse gifts of all the people gathered together serves the Body of Christ (1 Corinthians 12).
- A dedication to practicing servant leadership (Matthew 20).
- A commitment to offering prayers, presence, gifts, service, and witness to the Church.
- A willingness to operate within the Church's statement of belief.

## ***Educational Requirements***

- Minimum Baccalaureate degree from an accredited college or university

## ***Salary & Benefits***

- \$90,000 - \$100,000 annual salary
- 403(b) retirement plan with employer matching
- Employer subsidized health, dental, and life insurance
- Paid vacation and sick time

## ***Terms of Employment***

This is a full-time, exempt, salaried position. The role will require regular attendance at all Sunday worship services, periodic evening meetings, and special events as requested. Compensation and benefits are based on skills and experience.

An appreciation for how the many diverse gifts of the people gathered together serves the Body of Christ (1 Cor. 12) and a dedication to practicing servant leadership.

If interested, send your resumé and cover letter to [resumes@boisefumc.org](mailto:resumes@boisefumc.org).



**All means all.**