**President/Chief Executive Officer**

**Mission Nation Publishing**

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| **JOB TITLE:** | President/CEO |
| **SUPERVISOR:** | Board of Mission Nation |

Mission Nation Publishing celebrated six years of ministry on January 6, 2022. Our ministry is helping churches reach an ethnic group different from their own by growing mission hearts. Our initial resource to do this was the Making of a Missionary Book Display. This contains the seven biographies of missionaries to America. The purpose of the biographies is to give a voice to the new missionaries God is sending to America from different parts of the world. The books sensitize church members to the fact that America is a mission field, that God is sending missionaries to strengthen the church in America. We believe parochial schools need this as well. Our mission is expanding to include catalyzing and equipping churches to reach an ethnic group different from their own. The hoped and prayed for result will be growing mission hearts.

Recently Mission Nation was awarded a grant from the National LWML to produce resources to help churches reach new ethnic group. In partnership with the Florida/Georgia District a pilot project is underway to find, develop and deploy new ways for churches to successfully reach a new ethnic group.

The United States is now 54% white English speaking, but Lutheran churches are 90-95% white English Speaking. We see this as a glass half full, an important strategic mission opportunity for churches.

# GENERAL JOB DESCRIPTION

The President/CEO is passionate about helping churches reach every ethnic group in America with the love of Jesus. The President/CEO will be God's instrument to accomplish this by overseeing the day-to-day operations of Mission Nation Publishing. Contract is for 12 months and then review for changes.

**MAJOR DUTIES AND RESPONSIBILITES**

The President-CEO is responsible for the day to day operations of Mission Nation Publishing - responsible for all products produced, overseeing production, marketing, sales and distribution with a view toward fulfilling our mission and our business goals.

# MINOR DUTIES AND RESPONSIBILITIES

Supervise project directors

Oversee website with the Director of Marketing

Oversee the Strategic Plan Through the Strategic Planning Committee

Oversee the mission’s bylaws with the Bylaws Committee.

Oversee the budget and budget development with the Finance Committee

Oversee publishing on our multiple formats for multimedia communications with the Project Director for Marketing

Oversee posting of blogs, podcasts, and video interviews with missionaries with the Project Director for Marketing.

Oversees book production and book sales through Amazon, KDP, ACX with the Project Manager for Churches

Oversee sales of books to schools through the Project Director for Schools.

Oversees Federal and State taxes with the Finance Committee

Oversees contacts and communication with missionaries in America

Represent Mission Nation at Conferences

Works closely with a professional in the publishing business

Implements board decisions

Gives regular reports to the Executive Committee and Board of Directors

# QUALIFICATIONS FOR THE JOB

*Education:*

Preferred: BA

*Experience:*

A proven administrator

Preferred: Lutheran professional Theological or education Experience in parish or school

Experience in Leading a nonprofit

*Other:*

Has aptitude with internet and other electronic media.

Knows social media.

# KEY COMPETENCIES

Has a mission heart and a desire to help churches develop this in their members.

Impassioned vision for a church that includes all nations.

Passionate about reaching others with the love of Jesus

Passionate about opening the door for the Spirit to create a more diverse church.

Comfortable presenting to large groups.

Able to work in a collegial way in a team dedicated to helping churches make Christ's love real to every ethnic group in America.

Kingdom Focused/Integrated believer

Apt administrator, Detail oriented, Organized

Takes initiative

Creative problem solver

Collaborates well with others.

Knows the LCMS culture.

Experience with wide range of media and desire to use these to help churches.

Able to relate well to a broad spectrum of people.

Compensation

Hourly Amount up to 20 hours per week To Be Negotiated with Candidate

Contract is for 12 months than reviewed