



**Job Title: Chief of Staff**

Team: Executive Team

Classification: Full-Time, Exempt

Reports To: Executive Director

Direct Reports: All Directors and Administrative Staff

Effective Date: July 2023

## Position Summary

The Chief of Staff is responsible for the leadership and execution of Ezekiel Ministries' mission. The Chief of Staff will ensure that each program is led well, and that all staff, volunteers, parents, and children are challenged, encouraged, and developed, and rallied around God's mission for Ezekiel Ministries from top to bottom. This leader is responsible for the operational duties of the entire organization, freeing the executive director to focus on mission, vision, and alignment. The Chief of Staff is responsible for the ministry culture, finances, staff, facilities, equipment, partnerships, and will have the authority to use these things to achieve the mission of the organization.

## Position Qualifications

- Bachelor's Degree or equivalent experience. (MBA or MOL would be a plus)
- Minimum 5 Years of experience developing and leading teams (multiple locations preferred).
- Experience in staff and volunteer development and supervision.
- Energy, enthusiasm and a flair to work hard to achieve ambitious targets.
- Ability to embrace the culture, own it, and work independently while staying aligned with the priorities of the Executive Director.
- Knowledge/ability to learn of PC and/or Mac based software, donor database, volunteer management system, and relevant applications and office equipment.
- Ability to drive any of the organization's vehicles/buses.
- Ability to quickly solve problems and deliver solutions that improve systems and prevent future problems.

## Position Responsibilities

1. Ensures the vision and mission of Ezekiel Ministries are carried out in all parts of the organization.
2. Builds and supports a well functioning, effective staff that executes the mission of Ezekiel Ministries.
  - Develop and execute the annual training and development process for staff and volunteers.

- Facilitate annual retreat for staff.
- Oversee the recruiting and interview process for all new employees.
- Oversee the staff and volunteer onboarding experience in all programs.
- Participate in the recruiting of donors as needed.
- Conduct regular employee reviews and have critical conversations.
- Participate frequently in each program to help each leader be encouraged and improve.
- Oversee budgeting and financials.
- Analyze and improve systems over multiple programs.

## Core Competencies

- Strong listening skills.
- Outstanding verbal and written communication skills.
- Strong administrative and organizational skills.
- Ability to manage competing priorities well and track progress of multiple programs. Self-starter with ability to work independently and as part of a team.
- Integrity in dealing with people, finances, and confidential information.
- Ability to galvanize people around the mission of God at Ezekiel Ministries.

Application Found Here:

<https://forms.monday.com/forms/791bfda593c45650a1c641ccbe3d23d7?r=use1>