



Living Christ-centered lives:

Connecting People, Making Disciples, Transforming Liberia

Job Title: Executive Director

Reports To: Bridges of Hope President

Exempt/Non-Exempt: Exempt

Approximate Time Commitment: 40 hours per week

Primary Purpose:

The executive director is the stateside and Liberian leader for BOH, building team cohesion, and guiding strategy for the organization.

Responsibilities:

Thriving Staff and Volunteers: Ensures proper recruitment and retention of staff and volunteers. Develops, updates, and maintains a Staff and Volunteer Training Program and competencies, preparing them for both U.S. and Liberian service and culture. Acts as a coach and mentor for staff, volunteers, and Liberian colleagues.

Board of Directors: Provides reports and communications to the Board. Assists with effective Board governance and policy development and implementation. Works directly with President to prepare monthly meetings. Keeps focusing on strategic plans and direction. Keeps the Liberian staff informed of proposals and recommendations to the Board and requests their ideas and input prior to presentations.

Ministry Oversight: Serves as the spiritual overseer for the organization and staff ensuring the Board philosophy of ministry throughout all activities and functions. Nurtures church relations and partnerships. Promotes the organization's vision to the community as a whole.

Donor Relations: Develops and implements an annual fundraising plan. Research opportunities and manages grant applications.

Financial Oversight: Oversees financial operations, property operations, and maintenance operations both stateside and in Liberia. This includes routine communications with the Liberian Team in assisting with these operations.

Daily Operations: Oversees daily operations of Bridges of Hope state side and in Liberia providing direction and guidance.

Marketing and Social Media Manager: Creates marketing campaigns and website design/social media avenues, emails, and mailings.



Policies and Procedures: Plans, organizes, and directs operations that will reflect the mission vision, guiding principles, and culture of the global organization.

National and International Relations: Serves as a liaison for National and International Teams/Organizations with similar goals for unserved countries with a goal of coordinating efforts, manpower and finances.

Skills and Qualifications:

- Requires an associate or bachelor's degree or equivalent in management, leadership, ministry, community development, or related field.
- Experience in marketing, fundraising, leadership, and ideally international missions' organizations.
- Effective communication skills, people skills, and team mindset.
- Computer and writing skills and use of literature which are applicable to the mission of the organization.
- Culturally competent ideally with previous overseas experiences and course work.
- Experience in managing staff, and volunteers and working with Board members.
- Passion for improving the lives both spiritually and physically of Bridges of Hope's beneficiaries.
- As part of our interview process, we ask candidates to provide a brief statement of faith/spiritual journey that reflects their core beliefs and how those beliefs shape their work. Please share a one-page summary by interview date.

Working Environment:

- Involves office work from home, meetings, and presentations (some remote and online). It may involve evening and weekend work. It does require domestic and international travel. Immunizations may be required for overseas travel. Global hardship and poverty environments will be expected with international travel.

To Apply:

Please submit the following materials to searchcommittee@bridgesofhopewestafrica.com.

- Resume
- Cover letter
- Statement of faith
- Three professional references