

# Executive Director

Greater Chattanooga Chapter • CEF of Tennessee, Inc.

## Position Overview

The Executive Director for the [Greater Chattanooga Chapter](#) of [CEF of Tennessee, Inc.](#) is responsible for fulfilling the purpose of [Child Evangelism Fellowship Inc.](#), executing the vision of the Tennessee state board and USA Ministries, while overseeing the Greater Chattanooga Chapter, which encompasses an 11-county radius.

The Local Director is ultimately a developer of volunteers and other leaders, and serves as the face of the local chapter.

## Key Responsibilities

### Spiritual Leadership & Direct Ministry

- Understand that the foundation of ministry is prayer, and lead by example through developing, implementing, improving, and growing an effective local prayer program.
- Maintain a minimum level of direct, hands-on ministry with children to stay attuned to today's child and to evaluate the effectiveness of CEF programs.

### Staff & Volunteer Development

- Hire, develop, and lead ministry staff.
- Identify, enlist, equip, and develop volunteers and staff into an effective, multi-staff team serving God in this ministry.
- Build a volunteer base through church partners, ensuring all volunteers are fully trained and equipped to reach children with the Gospel.
- Develop leadership skills in ministry staff, volunteers, and summer missionaries.
- Identify students (grades 6–college) who may be potential CYIA missionaries; personally participate in and serve at CYIA leadership training.
- Annually assess all ministry staff.
- Oversee and continually evaluate the teacher training program.

### Partnerships & Community Relations

- Aggressively pursue church partnerships that fulfill the purpose of CEF®: evangelize, disciple, and establish the next generation to God and His church.
- Develop relationships with non-profit organizations, community leaders, school principals, and administrators to start new ministry partnerships.
- Represent CEF to churches, organizations, businesses, and individuals.

### Fundraising & Financial Management

- Pursue grants and church partnerships to continually grow the ministry financially and reach more children with the Gospel.
- Continually build relationships with investors and donors.
- Demonstrate excellent financial accountability: prepare an annual budget with the local committee annually, and maintain working knowledge of the Profit & Loss (P&L) report.

### Leadership & Vision

- Work with the local committee to provide vision and strategic plans for evangelizing and disciplining all children within the chapter, striving to establish them in local churches.
- Meet regularly with ministry staff and volunteers to provide encouragement, counsel, and direction; assist them in developing and evaluating their ministry goals.

### Administrative & Governance

- Ensure that all CEF policies and procedures are followed and that proper governance is maintained.

- Keep accurate and complete records; ensure all reports, minutes, communications, funds, and donor receipts are submitted as required.
- Attend all state-office-sponsored meetings as requested by the state director or board.

### **Required Training**

- Attend the 12-week training program at the Children’s Ministry Institute (CMI).

### **Qualifications**

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- Must be a born-again believer who feels called by God to the ministry of child evangelism.
- Possess leadership qualities as found in 1 Timothy 3 and Titus 1.
- Have a demonstrated love for Jesus Christ and prayer and be involved in a local church, and has an unquestionable passion to reach kids with the Gospel.
- Be a continual learner, relevant, and strategic; love people and demonstrate an understanding of how to lead and build a team that is diverse in skills, experience, and culture.
- Love the local church and other Christian organizations and value them as ministry partners.
- Have skills to identify other leaders, organize groups, cast vision, and evaluate ministry programs.

### **Skills & Technical Proficiencies**

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*Proficiency in the following can be developed on the job:*

- MS PowerPoint and email – intermediate
- MS Publisher, Word, Excel, and Adobe Acrobat – basic
- Breeze CRM – used to connect with volunteers and provide ministry updates
- Comfortable operating computers and projectors

### **About CEF**

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Child Evangelism Fellowship® is a Bible-centered, interdenominational, worldwide organization composed of born-again believers whose purpose and mission are to evangelize boys and girls with the Gospel of the Lord Jesus Christ, disciple them in the Word of God, and establish them in a Bible-believing church for Christian living.

*As a religious organization, Child Evangelism Fellowship is permitted and reserves the right to prefer employees or prospective employees on the basis of religion.*

Send resume and cover letter to: Patti Harris: [patti@cefchattanooga.org](mailto:patti@cefchattanooga.org)