**South Carolina Baptist Convention**

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| Job Title | Executive Director-Treasurer |
| Reports to | Executive Board and through the Executive Board to the SCBC |
| Status | ⌧Exempt 🞏 Non-Exempt (check one) |

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| Job Purpose |

Provides direction, guidance, and supervision for all the work of the Executive Board and Convention staff, especially in reference to the implementation of our Mission Statement… *Helping each church advance the Great Commission together*.

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| Duties and Purpose |

* Relates to all standing and special Executive Board committees.
* Relates as needed to all standing and special committees of the South Carolina Baptist Convention.
* Works in concert with the administrative staff to implement the purposes of the South Carolina Baptist Convention.
* Relates to the churches and the associations of the South Carolina Baptist Convention.
* Relates to the boards of trustees of all South Carolina Baptist Convention institutions and their committees as well as to their executive officers.
* Relates as a delegate to the Executive Committee of the Southern Baptist Convention.
* Relates to the executive directors of state conventions.
* Relates to the executive officers of the agencies of the Southern Baptist Convention.
* Relates to South Carolina public officials and civic, professional, and business leaders.
* Relates to the president of the Baptist Educational and Missionary Convention of South Carolina.
* Relates on a fraternal basis to other South Carolina religious leaders.
* Holds authority only as explicitly provided by the South Carolina Baptist Convention Bylaws Parts 1 and 2, the Executive Board Standing Rules, and other adopted policies and procedures.
* Provides complete staff assistance to the Executive Board and its committees, serving as ex officio member and as Executive Director-Treasurer.
	+ Joins with the chairperson in approving all agendas and calling all meetings.
	+ Maintains the official records of all meetings.
* Oversees all the work of the Executive Board such as planning, organizing, staffing, programming, budgeting, and evaluating.
* Serves as treasurer of the Executive Board and reports on all resources and expenditures in keeping with Convention and Executive Board policies and the standards of sound fiscal responsibility.
* Approves the employment and termination of all Convention employees, except that the employment of the Convention auditors and attorneys shall be done by the Budget, Finance,and Audit Committee of the Executive Board upon recommendation of the Executive Director-Treasurer.
	+ The auditors and the attorneys will report to the Budget, Finance, and Audit Committee through the Executive Director-Treasurer.
	+ Upon request of the Executive Director of Woman’s Missionary Union, the Executive Director-Treasurer will present names of persons elected to the professional staff of Woman’s Missionary Union for recognition by the Executive Board.
* Provides direct assistance to the Nominations Committee; the Committee on Committees; and the Bylaws Committee, and any other special committees.
* Provides leadership for staff retreats as scheduled.

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| Qualifications |

Qualifications include:

* A college graduate and a graduate of a Southern Baptist seminary with degrees indicative of leadership and administrative responsibilities.
* Has extensive experience in denominational life.
* Able to express ideas clearly in speech and writing, especially in person-to-person situations and with committees and boards.
* Deeply committed to the democratic process in Baptist life and able to generate confidence when relating to persons of wide differences in concepts and backgrounds.
* Strongly oriented to teamwork and serve as a coach of strategic thinking.
* A person of vision in leading the Convention staff to implement the strategic plans of the Executive Board and the South Carolina Baptist Convention.
* Has the capacity to ensure that caring and integrity characterize all transactions and decisions.
* Will provide support and freedom for the staff to set and reach worthy goals for the growth of the churches in keeping with Experience Kingdom Life emphasis.
* Has the skills to lead the South Carolina Baptist Convention to pursue the Great Commission of Jesus Christ.
* Skillful in relating to others with respect to sensitive business and personnel matters.
* Has the reputation for honesty, integrity, confidentiality, and responsibility in all matters.
* Possesses sound leadership skills and is results oriented.
* Committed to learning through opportunities such as educational seminars and regularly reading relevant material for personal growth, to keep current with issues and practices pertinent to area of work.
* Attends a continuing education seminar of three to five days at least one time every two years.
* Active member in a local Southern Baptist church.
* Committed to the promotion of the Cooperative Program.
* Trained in and actively engaged in witnessing and leading the lost to eternal salvation through the Lord Jesus Christ.
* Agrees to work within the parameters of the current *Baptist Faith and Message 2000*.
* Committed to the Great Commission Resurgence emphasis and the four strategic priorities: Evangelism; Missions Mobilization; Church Planting and Church Health Revitalization.
* Possesses a high degree of Christian maturity and character.

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| Working Conditions |

While performing the duties of this job, travel and weekend work will be required. The candidate must be comfortable speaking in public settings as well as in a networking environment.

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| Physical Requirements |

While performing the duties of this job the employee is (note: reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

* frequently required to stand, walk, sit, bend, stoop, kneel, talk, hear, drive and ride.
* frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds.
* required to use hands and fingers to feel, handle or operate objects, tools or controls; and to reach with hands and arms.
* required to have vision abilities that include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
* required to have a valid driver’s license, a safe driving record, and proof of automobile insurance.
* available to travel overnight occasionally to fulfill job responsibilities.
* able to use reasoning ability to carry out written and oral instructions and to deal with work-related problems in a variety of situations.

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| Direct Reports |

This position provides direct supervision to the executive assistant, all Executive Leadership, and the Office of Public Policy director.

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| Approved by: | *Signature of the person with the authority to approve the job description* |
| Date Approved: | *Date upon which the job description was approved* |
| Reviewed: | *Date when the job description was last review* |