



EXECUTIVE DIRECTOR OF STAFF AND STRATEGY

TITLE: Executive Director of Staff and Strategy

REPORTS TO: Senior Pastor

EMPLOYMENT STATUS: Full Time, Salaried

ROLE SUMMARY

The Executive Director of Staff and Strategy serves as a key leadership partner to the Senior Pastor, functioning similarly to a Chief of Staff. This role ensures that the vision and mission of the church are translated into aligned strategy, healthy staff leadership, and effective ministry execution.

This leader will shepherd and develop staff, drive organizational clarity and accountability, and help move the church from task-oriented ministry toward intentional, scalable, and mission-aligned leadership. They will be both pastorally warm and organizationally unafraid—able to care deeply for people while also leading with clarity, conviction, and follow-through.

VISION

Lost people saved, saved people matured, and mature people multiplied—to the glory of God.

MISSION

We accomplish this by planting churches and strengthening disciple-making leaders.

WHO YOU ARE

- Pastorally warm and organizationally clear
- Developer of people
- Strategic thinker
- Comfortable with hard conversations
- Highly relational
- Organized and proactive
- Mission-driven
- Self-starter

QUALIFICATIONS AND FOUNDATIONS

Spiritual and Character

- A clear and growing relationship with Jesus Christ, evidenced by spiritual maturity, humility, and integrity
- A life that reflects the character and qualifications of church leadership as outlined in Scripture (e.g., 1 Timothy 3, Titus 1)
- Alignment with the theology, vision, and mission of the church

Leadership and Experience

- Demonstrated experience leading teams, developing leaders, and driving organizational clarity and effectiveness
- Proven ability to move from vision to execution—translating ideas into actionable plans and measurable outcomes
- Experience in a growing or complex ministry or organizational environment preferred

Education and Development

- Formal theological or ministry training preferred, but not required
- Ongoing commitment to personal, spiritual, and leadership development

Core Competencies

- Strong relational and communication skills
- Ability to lead with both compassion and conviction
- High capacity for organization, prioritization, and follow-through
- Ability to navigate and lead through organizational tension with maturity and clarity

KEY RESPONSIBILITIES

Staff Leadership and Development

- Shepherd and develop staff
- Meet with directors for growth and strategy
- Ensure staff growth and effectiveness

Organizational Alignment and Accountability

- Align ministries with mission
- Track goals and initiatives
- Address misalignment

Leadership Rhythms and Strategic Execution

- Lead staff meetings
- Partner with Senior Pastor
- Support strategy development
- Design scalable leadership development processes

Culture and Communication

- Cultivate healthy culture
- Address conflict directly
- Reinforce ownership and growth

REPORTING STRUCTURE

- Reports to Senior Pastor
- Oversees Ministry Directors

WHAT SUCCESS LOOKS LIKE (12–18 MONTHS)

- Clear visibility into ministry effectiveness
- Staff aligned around goals and accountability
- Directors growing as strategic leaders
- Healthy, honest staff culture
- Senior Pastor freed for vision and leadership development
- Strategic initiatives executed with clarity