

## Executive Director

The Executive Director serves as the Chief of Staff to the Senior Pastor, playing a pivotal leadership role in helping guide Sugar Land Baptist Church into its next phase of ministry growth and community impact. This role provides strategic alignment, operational excellence, and leadership support to advance the church's Strategic Plan—overseeing a multiphase \$ 8 million building project, expanding evangelical reach into the community, and mobilizing the next generation to be the hands and feet of Christ in Sugar Land, Texas.

## Qualifications

- Undergraduate degree in Accounting, Finance, or other technical background.
- An MBA is a plus.
- 10+ years' experience managing a P&L and overseeing staff responsible for business operations and executing organizational strategy.
- Demonstrated servant leadership and the ability to lead teams through complex initiatives and organizational change.
- Church experience should include serving on significant committees, as a deacon or other lay leader positions.
- Committed Christian who is in alignment with the Strategic Plan and ministry of Sugar Land Baptist Church.

## Core Leadership Function: Chief of Staff to the Senior Pastor

- Serve as the Senior Pastor's primary strategic partner, ensuring alignment between pastoral vision and staff execution.
- Translate the Senior Pastor's vision into actionable plans, measurable objectives, and coordinated ministry efforts.
- Provide executive-level leadership, oversight, and coaching to Staff.
- Drive smooth communication, prioritization, and execution across all major church initiatives.
- Represent the Senior Pastor in committees, planning conversations, and leadership meetings as assigned.

## Strategic Planning and Vision Alignment

- Lead the staff in a recurring process for churchwide vision setting and strategic planning that includes but is not limited to the overall budget process and "capex" planning.
- Develop detailed objectives and measurable key-result success metrics linked to the church's overall strategy.
- Oversee implementation of strategic plans and evaluate progress using defined metrics.
- Report regularly to the Senior Pastor, committees, and church leadership on progress and needed adjustments, including developing and implementing effective communication to staff and congregation.

- Maintain awareness of best practices and trends among churches of comparable size and mission.

### **Leadership of Major Strategic Initiatives**

- Oversee the multiphase \$ 8 million building project, including capital fundraising, master planning, contracting, and construction.
- Develop, rationalize and implement a facility use plan including:
  - Lead the temporary relocation of the preschool hall, including coordination with CDO and weekly facility-use shifts.
  - Guide all facility, ministry, and operations adaptations required during construction.
- Lead other major initiatives emerging from the church's Strategic Plan.
- Support the expansion of the church's evangelical reach into the Sugar Land community.
- Mobilize the next generation to serve as the hands and feet of Christ in the community.

### **Business Operations Oversight**

- Develop and improve scalable processes and systems that support long-term ministry objectives.
- Ensure operational alignment across all ministry and administrative areas.

### **Human Resources (People)**

- Cultivate an engaged, transparent, and healthy organizational culture.
- Coach and guide staff to achieve objectives and key results.
- Define roles and responsibilities to align the organizational structure with ministry priorities.
- Ensure employee policies comply with HR strategy, EEOC regulations, and best practices.
- Work closely with the Personnel Committee to shape HR policies and strategies as well as to address HR issues.

### **Accounting and Finance**

- Work closely with the Finance Committee and Business Manager to monitor church finances and ensure a healthy financial position that supports the church's Strategic Plan.
  - Monitor income, investment, and expenditure trends to guide financial planning.
  - Lead and assist the Business Manager in the church's annual budgeting process and ensure adherence to church budget.
  - Sponsor the Generosity Task Force to support sustainable funding for ministry objectives.
- Work with Business Manager to develop the long-term strategy for the Finance function.
- Collaborate with the Audit Committee to identify internal-control weaknesses and implement plans to correct or mitigate weaknesses.

### **Technology**

- Lead development of the IT strategy to support the church's Strategic Plan.
- Evaluate and address staff technology needs.
- Oversee cybersecurity planning, documentation, and implementation.

### **Executive Communications**

- Lead communication strategies that strengthen clarity and unity among staff.
- Develop communication strategies for the congregation and community in partnership with the Communications Task Force.

### **Facility Operations**

- Assist the Facility Manager with facility utilization and setup.
- Oversee building and capital-asset maintenance, including grounds, custodial operations, and improvements including development of strategic capital-asset funding plan.
- Oversee building security, medical, and emergency-management teams.

### **Committee and Congregation Liaison**

- Identify and mobilize congregational members with expertise to assist in strategic initiatives.
- Attend committee meetings as the Senior Pastor's representative when appropriate.
- Ensure committee vision, strategy, and requirements are communicated clearly to ministry staff.