

New Hope Uganda Ministries (NHUM) President Job Description

We are seeking a full-time, Spirit-filled, passionate, organizational leader and representative for New Hope Uganda Ministries. The President ministers by identifying, encouraging, and empowering people in the west to partner with the work of New Hope Uganda – bringing the Fatherhood of God to the fatherless. We are looking for a Jesus follower who is self-motivated and skilled in developing relationships with individual constituents, foundations, and corporations. As these relationships are built, this individual will effectively communicate the vision, mission and initiatives of New Hope Uganda, and present tangible and inspiring opportunities for partner involvement. As the face of the ministry in the USA, the president’s role is to insure professionalism and integrity across the whole ministry, and to minister directly to donors. This includes mass communications, personal notes and phone calls, and travel to meet with donors around the country.

To discover more about New Hope, visit www.newhopeuganda.org

Duties/Responsibilities

- NHUM Board and NHU liaison (20% of time)
 - Collaborates with the NHU CEO, Executive Director and primarily the NHUM board to ensure that the strategic plan, budget, and staff are aligned with NHUM’s core mission
 - Meets and/or exceeds “dashboard” measures on an annual basis as determined by the NHUM board
 - Oversees and communicates financial status of organization
- Managing and Empowering NHUM staff (20% of time)
 - Creates and guards culture of excellence and integrity across the organization
 - Determines, communicates and implements themes for the year
 - Maintains contact with support personnel, providing leadership and instruction
 - Provides oversight (but not direct management) to all departments including operations, marketing, donor relations, finance, and missionary care.
- Donor Relations (60% of time)

- Maintains and cultivates positive relationships with supporters
- Identifies and develops new friends and partners of NHUM
- Speaks on behalf of NHUM at various churches and events to deepen donor connection and commitment to New Hope Uganda
- Develops giving programs that align donor passions with ministry initiatives.
- Travels a minimum 60 nights per year (averaging 5 per month) to engage with donors
- Leads donor/partner vision trips to Uganda
- Maintains awareness of social and economic issues relating to Uganda and constituents
- Generates and maintains trip summaries, expense reports, constituent profile updates, and key people list monthly updates

Required Experience

- Bachelor's Degree
- 7-10 years of broad experience including such professions as fundraising/donor relations, marketing/sales, business, or public relations
- Familiar with the needs of small business entrepreneurs and executives of large corporations
- Competence in Microsoft Office
- Extensive proven ability in public and interpersonal communication

Reporting Structure:

- The president is accountable to and reports to the board of NHUM
- Direct reports:
 - Director of Operations (30hrs/week)
 - Executive Assistant to the President (10-15 hrs/week)
 - Donor Relations Manager (20 hrs/week)
 - Grant Writer (20 hrs/week)
- Additional staff:
 - Director of Missionary Care and Development (30-40 hrs/wk)

- Bookkeeper (15-20 hrs/wk)
- Director of Sponsorship (20 hrs/wk)
- Marketing Manager (10 hrs/wk)
- Donations Manager (10-15 hrs/wk)
- Donor Relations regional Rep. (full-time)
- IT (as needed part-time volunteer)

Characteristics of Ideal Candidate

- Relates and communicates well with people of all ages, ethnic backgrounds, and socio-economic levels
- Committed to personal and professional development, through research and reading
- Maintains a healthy, affirming relationship with family and spouse
- Exhibits integrity in professional and personal life in accordance with Biblical standards
- Exemplifies Ephesians 5:1-2, *“Therefore be imitators of God as dear children and walk in love, as Christ also has loved us and given Himself for us...”*
- Pursues the Great Commission given by Jesus Christ in Matthew 28:19-20, *“Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age.”*
- Is a consistent witness for Jesus Christ; maintains a courteous, Christ-like attitude in dealing with people within and outside of NHUM; adheres to the Standard of Moral Conduct and Statement of Faith;
- Committed to prayer
- High level of energy and enthusiasm for the NHUM and Kingdom cause
- Awareness of own strengths and shortcomings
- Must be bright, positive, and friendly - conveying warmth and a genuine interest in people
- Emotionally resilient and capable of handling pressure and rejection
- Creates favorable impression in terms of appropriate attire, appearance, bearing, and manner

- Convincing, persuasive, and credible, able to impress favorably and win long term confidence and trust
- Highly polished verbal skills; clarity of expression, good organization of thoughts and effective articulation
- Broad understanding of the business community with an ability to move with ease in the boardroom as well as the church environment
- Excellent organizational and time management skills

Applications can be obtained by emailing: office@nhum.org