



## JOB DESCRIPTION

### US EXECUTIVE DIRECTOR

#### GETHSEMANE GARDEN CHRISTIAN CENTRE ADVISORY BOARD

Gethsemane Garden Christian Centre Advisory Board Incorporated (GGCC USA) is seeking a full-time Executive Director (ED) to lead the US operations of the ministry. The successful candidate must be a mature evangelical Christian, a person of integrity, humility, wisdom and sound judgment, must be self-motivated, have a strong work ethic, and possess a servant's heart. The ED should have at least five years experience leading and growing a Christian non-profit organization, passion for and success at fundraising, be an effective oral and written communicator, and must possess an enthusiastic, energetic, and engaging attitude. The ED must have a sense of vision for how to further develop resources required by the ministry.

## UNITED STATES ORGANIZATION OVERVIEW

GGCC USA is a non-profit entity incorporated in 2001 under the laws of the State of North Carolina. The Internal Revenue Service has granted the corporation 501(c)3 status. The US organization was established to advise, promote, and facilitate the operation of a boarding school among the Suba people of Kenya, providing a Christian education to orphaned and vulnerable children. The US staff and board members work collaboratively with the Kenyan leadership and board. While the Kenyan board oversees the day to day operation of the school (GGCC Kenya), GGCC USA oversees donor relations, fundraising, and financial stewardship. Both boards are charged to steward the original vision.

## GETHSEMANE GARDEN CHRISTIAN CENTRE (Kenya)

Gethsemane Garden Christian Centre (GGCC Kenya) is a Kenyan-led Christian boarding school for orphans and vulnerable children in grades K-12. It is located in the Lake Victoria region of southwest Kenya. The school was founded in 2003 in response to the HIV/AIDS epidemic in that area of Africa. Over 80% of the students are orphaned or vulnerable. In recent years, the school has excelled academically, consistently scoring very well in the Kenya government testing, with the majority of high school graduates qualifying to attend university. It is governed by a Kenyan staff and board of directors, who are familiar with Kenyan laws and education requirements.

## REPORTING

The US Executive Director reports to the US Board of Directors. The Board Chairman or designee will be the Executive Director's primary contact for day to day operations. US staff report to the US ED. Kenyan staff report to the Kenya ED, who reports to the Kenyan board.

The Executive Director must maintain a positive working relationship with the Kenyan Executive Director, board, and leadership team, as they operate the school under Kenyan requirements and accreditation.

## JOB SUMMARY

The US Executive Director provides overall management of all fiscal and program operations, implements policies established by the board, and provides detailed reports to the Board of Directors. The Executive Director works with the board and other staff to develop, implement, evaluate, and maintain programs, services, and fundraising activities, which fulfill the mission and goals of GGCC USA. The Executive Director works collaboratively with the Kenyan leadership and Kenyan board. The Executive Director is the primary fundraiser for the ministry.

## EXECUTIVE DIRECTOR QUALIFICATIONS

- Must have a heart for ministry work and serving, and have a passion for “sharing the story” of how God is transforming lives through GGCC.
- Must have at least 5 years experience leading and growing a Christian non-profit organization.
- Must possess at least a bachelor’s degree.
- Must be effective at managing a staff, and maintaining oversight of all record keeping and CRM and financial systems management.
- Must have experience maintaining financial records and oversight, handling tax and reporting requirements, and developing reports for monthly updates to the US board.
- Must have proven experience in leading fundraising efforts generating over \$1,000,000 annually through promotion, events, and various donor engagements.
- Must have a proven track record establishing, developing and strategically advancing key relationships with churches, corporations, and individual donors.
- Must have excellent written and oral communications skills.
- Must have experience leveraging social media – fluent in its use and experienced in its application and deployment within an organization.
- Must have experience leading short term mission trips focused on proclaiming the gospel in a cross-cultural setting.

## RESPONSIBILITIES

- Develop, implement, and lead an effective fundraising strategy to meet the financial needs of the ministry. This includes building one-to-one relationships with key donors, researching funding sources, establishing strategies to approach funders, leading the fundraising effort, and ensuring proper administration of donor records and documentation.
- Cultivate ongoing donor and community relations including engaging churches, civic organizations, corporations, and other groups to build support for the ministry, and develop relationships with compatible ministries with the intent of forging partnerships.

- Develop and write materials for monthly newsletters, promote special events, and look for ways to promote the ministry to the general public.
- Lead the GGCC USA staff, board, and family (donors) in praying for the ministry.
- Develop and expand the ministry's internet and social media presence using such services as Facebook, X (formerly Twitter), and blogs to broaden appeal to increase participation in the ministry.
- Coordinate and lead short-term mission teams that minister at the school and in the region around GGCC.
- Direct the daily operations of GGCC USA including supervising staff and volunteers, proposing appropriate policies and procedures, an annual budget, and work plans for the Board and major committees for Board approval.
- Develop a thorough understanding of the financial operations of the ministry and provide timely and accurate reporting to the Board.
- Ensure the ministry stays compliant with legal and accounting requirements for a 501c3 and with Evangelical Council for Financial Accountability (ECFA) guidelines.
- Work closely with the chairman in preparing materials and agenda items for Board meetings.

## CONTACT US

For more information, please contact [jobs@GGCCKenya.org](mailto:jobs@GGCCKenya.org)