

## J O B   D E S C R I P T I O N

- Title:** Scripture Union USA President
- Background:** For over 60 years, Scripture Union (SU) has offered strategic Bible ministries for children and youth and has provided Bible reading resources for people of all ages in the United States. Endorsed by such key leaders as Billy Graham, John Stott, Luis Palau and Super Bowl winning Coach Tony Dungy, SU has helped churches and individual believers grow in maturity as Christ followers. SU USA has a Board consisting of volunteers who are the custodians of SU and the final authority in all matters including the appointment of the President.
- Scripture Union International is a global movement, in over 120 countries around the world, which began in England in 1867. Each Movement shares the Gospel in ways appropriate to their culture and situation, so local ministry may include a whole variety of activities. Examples include camping, school and student groups, producing Bible reading resources, and running programs and producing resources for work with both churched and unchurched children and young people from a variety of backgrounds.
- Role:** The President is responsible for:
- Providing leadership for the development and outworking of the strategic plan for SU USA.
  - Ensuring there is a strategy for fundraising and sufficient funding for the implementation of agreed strategies and operations
  - Communicating with members, key and potential supporters, partners, and funding bodies for the purpose of promoting SU USA in all aspects
  - Providing leadership and team building for the Staff Team
  - Acting as the primary connection with the SU Global Movement
- Accountability:** The President is accountable to the SU USA Board and works closely with the Board Chairperson.
- Location:** The President will be based in the SU USA office in Valley Forge, Pennsylvania.
- Salary:** The role is a full time position and the salary will be appropriate to experience. Benefits are available. Travel and other work related expenses will be covered separately.

## **Job Specifications**

### **1. Strategic Development**

- a. To provide leadership in the development, implementation, and regular review of the strategic plan for all ministry areas.
- b. To ensure that the priorities and activities of members of the Staff Team are focused on the delivery of the agreed strategies and the stated mission of SU.
- c. To encourage responsiveness to God's leading into new ways of fulfilling SU's mission and, with the Board and staff, identifying new mission opportunities.
- d. To identify, develop, and maintain appropriate strategic partners and alliances.

### **2. Funding**

- a. To ensure the fiscal integrity of SU such that all financial practices are in accordance with best practices and statutory requirements.
- b. To ensure there is a fundraising strategy for the agreed strategic plan.
- c. To be actively involved in fundraising activities with potential and key supporters, churches, foundations, and trusts.
- d. To ensure the Board and Staff Team are equipped for fundraising activities.
- e. To provide leadership in financial matters and as issues arise.

### **3. Communication**

- a. To act as a key spokesperson for SU.
- b. To ensure there is a strategy for the promotion of SU's vision and mission through a variety of media.
- c. To actively pursue speaking opportunities that will raise the profile of SU.
- d. To ensure the Board and Staff Team are equipped to share SU's vision and mission.

### **4. Team Leadership**

- a. To take overall responsibility for the leadership of the Staff Team.
- b. To establish suitable ways of building the Staff Team to ensure collaborative focus and delivery of the agreed strategies.
- c. To take direct responsibility for senior staff and to be involved in the interview and selection of other members of the Staff Team as appropriate.
- d. To ensure that proper HR processes are in place and records kept.

### **5. SU Global**

- a. To fully support the Aims, Beliefs, and Working Principles of SU Global.
- b. To act as the key spokesperson and connection to the SU Global Movement.
- c. To be actively involved in Community Group meetings and activities.
- d. To ensure there is a good flow of information to and from the SU Global office.

### **6. SU USA Board**

- a. With the Chairperson, to prepare for Board and other meetings including preparation of the agenda and papers, ensuring practical arrangements are made.
- b. To attend all Board meetings, take an active part in discussions, and provide leadership for appropriate agenda items.
- c. To ensure minutes and other papers are maintained, filed, and archived.
- d. To provide regular reports to the Board in order to keep members informed of developments.
- e. To maintain a close working relationship with the Chairperson.

### **7. Personal Responsibility**

- a. To develop and maintain a close personal walk with God as a servant of Jesus Christ, amongst the SU Board and colleagues, setting a good example and providing spiritual leadership in SU.
- b. To have a regular involvement with a local church for spiritual nurture and fellowship as time permits.
- c. To have a love for the Bible and regular engagement with God's word.
- d. To maintain a healthy work/life balance.
- e. To participate in an annual appraisal in the form agreed with the Chairperson and Board.

## 8. Work Environment

This job is based in a professional office environment, which requires the use of standard office equipment such as computers, phones, photocopiers, etc. In addition, the ability to communicate through various modes is required. The job also requires domestic and international travel (20 %) to locations via automobile and aircraft.

## 9. Physical Demands

This job is performed in an office environment, where the employee is frequently required to talk and hear. In addition, the employee is frequently required to stand, or walk, and use hands. The employee is occasionally required to sit, climb or balance, and stoop, kneel or crouch. Specific vision abilities required include: close vision, distance vision, as well as color, peripheral vision and depth perception, and the ability to adjust focus.

## **Personal Qualities, Skills, and Experience**

1. A deep personal Christian faith rooted in the Bible, prayer and a background of committed church involvement.
2. In full agreement with SU's Aims, Belief, and Working Principles and the mission of SU USA.
3. Self-starter with a positive attitude and the ability to see potential and new markets.
4. Knowledge or experience of key ministry areas – children, youth, Bible, training (including on-line), and curriculum development.
5. Knowledge or experience of product development, sales, marketing, and distribution is helpful, including in a variety of new media.
6. Experience in development of a strategic vision/plan and proven ability to successfully communicate and implement it.
7. Experience in networking and building strategic partnerships.
8. Experience in vision-casting, communicating the vision and inspiring others to deliver it.
9. Experience in developing fundraising strategies that have been effective in achieving the desired results.
10. Knowledge and experience in fundraising in not-for-profit organizations.
11. Ability to represent SU in a variety of local, regional, national, and international forums.
12. High level of communication skills, written and oral, and experience of a variety of media.
13. Experience in staff selection, management, team building, staff development, and in dealing with disciplinary matters.
14. Strong organizational skills and an ability to manage change.
15. Experience in working with or on a Board in a non-profit environment.
16. Ability to work closely with a Board Chairperson and Board of Directors to enable and equip them to fulfill their role in SU.
17. Personal circumstances that will permit flexible working hours and travel.

## **Application Instructions**

**To apply for the position of President of Scripture Union USA, please send an email with the following documents:**

1. Cover letter focusing on why you would like to work for Scripture Union, along with your qualifications for this position.
2. Current Resume.

**Send your application and materials by email to Donna Roulston at:**  
[Donna.Roulston@ScriptureUnion.org](mailto:Donna.Roulston@ScriptureUnion.org).

Closing date for applications – **September 15<sup>th</sup>**  
Interviews with finalists will be held on October 5<sup>th</sup> in Valley Forge, PA