

WMU JOB DESCRIPTION

JOB TITLE: Executive Director/Treasurer

HOME HUB: Core

REPORTS TO: WMU President and Executive Board

FLSA CLASSIFICATION: Exempt

REVISION DATE: October 1, 2017

HUB ROLE:

To provide leadership, direction, and control for all aspects of the organization at the direction of the president and Executive Board.

KEY RESPONSIBILITIES:

- Directs the formulation, interpretation, and communication of broad organizational long-range principles, policies, and objectives consistent with the established mission and values of WMU.
- Develops and maintains a sound organizational structure and provides management development that will ensure the continuing effective management of the organization.
- Guides the development and execution of operating plans and policies to ensure the growth and continued viability of the organization, with broad guidance and oversight provided by the Executive Board and/or its designated committees.
- Represents the organization at the highest levels with opinion leaders and influential groups and is actively and extensively involved with activities related to the WMU mission.

ESSENTIAL FUNCTIONS:

- Attends work on a regular and predictable basis.
- Completes assigned tasks in a safe manner and in a constant state of alertness.
- Upholds company policies.
- Works in a cooperative manner with hub managers, coworkers, customers, and the public.
- Participates in hub meetings.
- Travels extensively, both nationally and internationally. Should be comfortable with all forms of transportation, including flying.

QUALIFICATIONS

- Bachelor's degree and master's degree required.
- Doctoral-level degree, preferred.
- Five to eight years' supervisory experience.
- Twelve to fifteen years' progressive work experience in administration or finance.
- Excellent communication skills for dealing with various publics.
- Member of the Christian faith and Southern Baptist church involvement on the local level.
- Knowledgeable of the Southern Baptist Convention and national WMU.
- Firsthand missions experience, preferred.
- Publishing or education work experience, preferred.

PHYSICAL REQUIREMENTS:

- Physical effort is required to occasionally lift, hold, and carry objects weighing up to twenty-five pounds.
- Manual finger dexterity in both hands to operate a keyboard.
- Average sensory abilities to see, hear or listen, and touch.
- Concentration or mental effort required for reading, writing, calculation, analysis, and visualization.
- Duties performed in a variety of settings including an office environment with uniform temperatures, normal air condition, and normal noise levels; out-of-door subject to weather conditions; and changing air condition's during travel.

Lifestyle:

Our organization plays a vital role in fulfilling the Great Commission through the partnership and support of individuals, churches, and associations. Every employee of WMU, therefore, functions as a minister of the gospel through our role in fulfilling the Great Commission with which we have been charged. All employees must commit to living a life of personal holiness in imitation of Jesus Christ and bringing glory to God the Father in carrying out all assigned responsibilities, by the power of the Holy Spirit.

NOTE:

The above information has been designed to indicate the incumbent's hub role, key responsibilities, and essential functions to be performed. It is not designed to contain or be interpreted as a comprehensive inventory.

Resumes and recommendations for this position may be sent to WMUSBCSearch@gmail.com in March and April 2026.