

The Mennonite

Executive Director for The Mennonite, Inc.

How to apply

To apply for the position of executive director of [The Mennonite, Inc.](#), please email the following to application@themennonite.org:

1. Resume
2. Cover letter
3. Three references
4. Encouraged: An electronic portfolio that demonstrates writing and blogging skills, social media abilities and marketing-fundraising communications.

Overview

The Executive Director functions as chief executive officer for [The Mennonite, Inc.](#) The Executive Director brings broad vision to The Mennonite as a content delivery system for MC USA constituents and beyond, helping the organization to develop programs and services appropriate for the digital age. The Executive Director is responsible for publishing and administration, management of staff, maintaining denominational relationships and for generating sustainable revenues. The Executive Director is accountable to the [board of directors of The Mennonite, Inc.](#)

Digital content strategic planning

- Provides vision for and manages the transition of traditional print to digital content delivery
- Guides the board and staff in understanding opportunities for digital content distribution
- Works to expand capacity for digital content creation
- Seeks out cutting-edge Anabaptist/Mennonite-related content for the web
- Plans for and implements an expanding social media presence (currently on Instagram, Facebook, Twitter and YouTube)
- Works with the digital content strategist to manage web content, ezines ([TMail](#) and [Meno Acontecer](#)) social media and analysis of web data

Advancement

- Markets and sells "editorial space" in the magazine and on the website
- Works with the advertising/marketing manager to sell traditional display print/web ads
- Relates to agencies and Mennonite-related organizations for future partnerships
- Offers services and support to Mennonite Church USA agencies for various communication and event promotion projects

Development

- Cultivates and grows a strong donor base including new and loyal supporters
- Builds up The Mennonite, Inc., fund/endowment
- Researches and writes grant proposals
- Seeks out new funding and revenue sources

Reporting and blogging

- Serves as the leadership voice for the organization and writes approximately 1/3 (about four) of the editorials for the print magazine each year
- Writes news stories and feature stories as needed
- Writes a blog and other web commentary, which could be used in the print magazine

Mennonite Church USA relations

- Meets with the [Mennonite Church USA](#) Executive Board staff liaison
- Participates in Mennonite Church USA the agency CEO meetings
- Meets with the Mennonite Church USA Governance Council
- Serves as a member of the Mennonite Offices Executive Groups (MOEG) in the Elkhart, Ind., headquarters

Administrative

- Hires and supervises all staff and interns
- Supervises the editor in chief of the print magazine
- Maintains personnel policies and evaluates staff performance
- Functions as Chief Financial Officer. Develops and manages annual budgets and financial plans in consultation with the board of directors.
- Works with the board of directors to develop and implement strategic plans and initiatives including collaborative partnerships with other organizations.

Board of Directors

Reports to and works closely with a volunteer board of directors to advance the mission and purposes of the organization. The executive director's responsibilities include:

- Maintains Articles of Incorporation and Bylaws
- Distributes general session minutes of board meetings and maintains minutes file
- Serves as ex officio member as corporate president, VP and secretary
- Serves as staff member for board meetings, distributes docket reports
- Maintains directors insurance policy
- Keeps the board well informed of critical matters
- Serves as staff to the Audit Committee

Skills and qualifications

Required:

- A bachelor's degree plus at least five years' experience in writing for or editing a publication
- Demonstrated corporate experience writing for social media and other Web-based environments
- A working knowledge of MC USA, its structure, churches and leadership
- A working knowledge of budgets and preparing financial reports
- The ability to work under deadlines and to manage multiple priorities

- Working knowledge of Microsoft Office software (Word, Excel, etc.)
- Experience and knowledge of the broad communication landscape in the church world and beyond
- Familiarity with social media platforms, web content management, analytics tools and other multimedia software and tools

Preferred:

- An advanced degree (MA, PhD, MDiv, etc.)
- At least five years' successful experience leading an organization as CEO or in a senior management role
- Experience as an editor or staff writer for a church-related publication
- Experience in advancement or fundraising
- Experience leading a creative staff (writers, designers, etc.)
- Ability to produce multimedia content: video, audio, etc.