



701 South 19th Street
Philadelphia, PA 19146-1801
(215) 735-7868

Executive Secretary Search Announcement

Application Deadline: March 31, 2012

Background

The Foreign Mission Board of the National Baptist Convention, USA, Inc. was organized in the year 1894 as a result of previous efforts to sustain mission work in Africa by the Foreign Mission Convention of America. This effort had previously led to the formation of the National Baptist Convention in 1880. With headquarters in Philadelphia since 1915, the Foreign Mission Board has been active in spreading the gospel particularly on African soil and meeting the needs of the whole person by supporting churches, hospitals and clinics in seven African countries, the Bahamas and Nicaragua. We are committed to developing new models of ministry to serve this present age.

Job Description

1. The Executive Secretary's primary function is to give vision, direction and leadership to the work of the Foreign Mission Board in the implementation of its goals and objectives and is accountable to the Executive Committee of the Foreign Mission Board.
2. The Executive Secretary is to supervise the day to day operation of the Foreign Mission Board office from the headquarters.
3. The Executive Secretary is responsible for raising adequate funds for the maintenance and operation of the work, and as fiscal manager, to ensure that financial records and business practices are in accordance with accepted accounting procedures.
4. The Executive Secretary will supervise the design, contents and publication of all Foreign Mission periodicals, pamphlets and publications, including the Mission Herald.
5. The Executive Secretary must be supportive of the vision of the convention as presented by the president of the National Baptist Convention, USA, Inc. and the Foreign Mission Board.
6. The Executive Secretary will be the chief guardian of the rich history of our Foreign Mission work and maintain historical documents.

7. The Executive Secretary is to reexamine mission goals and objectives in mission stations overseas and to ensure a means of ecclesiastical and fiscal accountability.
8. The Executive Secretary will help re-craft and redefine the image of the Foreign Mission Board and establish partnerships with other agencies as the Board seeks to move the work of missions from old models of paternalism to new models of partnership and empowerment.

Qualifications

1. Christian Experience
 - a. Personal commitment of faith in Jesus Christ
 - b. Membership in a Baptist Church
 - c. A Christian lifestyle and witness
2. Education
 - a. A graduate degree in ministry or equivalent training, preferably with courses in Missions
3. Professional Qualifications
 - a. An ordained minister of the Gospel who may or may not have pastoral experience
 - b. Administrative experience
 - c. A calling to a global mission ministry
 - d. The ability to collaborate with non-Christian agencies for additional funding for the work of foreign missions (NGO's, etc.)

Application Procedure

All inquiries and resumes should be directed to the attention of:

Dr. J. Wendell Mapson, Jr., Vice Chairman
Foreign Mission Board
c/o Monumental Baptist Church
4948 Locust Street
Philadelphia, PA 19139
Phone: 215-747-1414
Email: churchoffice@monumentalbc.org