

**LUTHERAN HERITAGE FOUNDATION
POSITION DESCRIPTION**

POSITION: Executive Director

REPORTS TO: LHF Board of Directors

JOB SUMMARY: Directs, supervises, manages, and administers the mission programs of LHF. Responsible for the oversight of all staff and their assignments. Oversees and participates in efforts to promote and encourage global support of LHF. Provides executive leadership for the mission and ministry of Lutheran Heritage Foundation and, in partnership with the Board of Directors, helps discern and implement the strategic direction of LHF's global translation and publishing work.

KEY QUALIFICATIONS: Ordained LCMS pastor in good standing, with ability to spiritually lead LHF in a humble and selfless manner while working within a strongly established team environment. Brings a broad network of support across LCMS and partner churches with ability to foster relationships within LCMS structure without compromising the mission objectives of LHF. Prior mission field experience is preferred; fluency in a foreign language is a plus.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Oversees LHF's worldwide translation, publication, distribution, introduction and related mission programs while coordinating all mission efforts with other organizations when appropriate.
2. Works with the Board of Directors to help identify and recommend strategic mission priorities and opportunities.
3. Develops strategies for implementation of approved mission projects; identifies and recommends new mission opportunities.
4. Travels internationally to assess progress toward translation and publishing goals and to determine future publishing needs of a particular region.
5. Maintains and fosters positive relationships and partnerships with Synodical departments and entities including but not limited to; Office of the President, OIM, ONM, Foundation, KFUEO, Seminaries, CPH, CHI, LHM, LWML, Districts, and Universities.
6. Plans and coordinates a variety of activities to promote and encourage support from individuals, congregations, agencies, and other entities. Activities include, but are not limited to, delivering sermons, conducting Bible classes, conducting mission rallies, and representing LHF at conventions/conferences/seminars across the United States.
7. Develops and cultivates relationships with current and potential donors.

8. Assists with the planning and implementation of LHF's overall fundraising strategies.
9. Assists in the preparation and submission of proposals for grants and other funding opportunities.
10. Leads staff devotions, writes articles for communication pieces, conducts interviews with media outlets.
11. Performs annual performance reviews of staff in coordination with HR Committee.
12. Supervises work of contracted Independent Regional Promotional Representatives (IRPR's).
13. Assists in the preparation of annual operating budget.
14. Attends all meetings of the Board of Directors. Prepares written and visual reports highlighting advancement and outcomes of mission programs, new mission opportunities, and mission challenges.
15. Serves as an ex-officio member of all LHF committees.