

Director General Expectations

Sample Job Description

The expectations of a Director in the General Conference office is not only about fruitfulness in work, but also fruitfulness in spiritual character. The following attributes represent both administrative competencies and character qualities that all Directors are expected to aim for in their roles and responsibilities.

Competency:

1. Planning:

- Ability to create and articulate the Vision and Strategy for ministry department
- Establish actionable Goals for short and long-term objectives
 - Ability to articulate S.M.A.R.T. goals (Specific, **M**easurable, **A**ttainable, **R**ealistic, **T**imely)
 - Creating a framework for: action plans, communication, routine follow-up and follow-through related to strategic or general objectives

2. Administration:

- Create systems which enable the work to be done in an efficient and timely manner
- Ensure a high level of financial oversight for departmental budgets, annual budgeting, and routine review of performance to budgets
- Ensure policies and systems are reviewed on a regular basis for appropriate validity to changing laws or organizational needs
- Maintain personal and departmental schedules, show up to meetings on time, follow up in communications in a timely manner

3. Execution:

- Ensure that strategic initiatives and plans are carried out in a timely manner
- Able to evaluate and assess the effectiveness of past and current initiatives
- Utilize assessments to ensure increasing effectiveness and improvement

Character:

4. Christ-likeness:

- Aim to increasingly look and act like Jesus
- Growing spiritually through active engagement with a local church, personal devotional life, and maintaining a rhythm of work and rest
- Engage with the General Conference staff in spiritual pursuits

5. Self-Awareness and Growth:

- Seek to understand oneself through assessment, mentoring, counseling, etc.
- Engage in development opportunities that build upon strengths and mitigate weaknesses
- Receive coaching and teaching as well as constructive criticism
- Network with peers and mentors

6. Interpersonal Relationships:

- Establish and steward trust, find common ground, resolve conflict
- Show emotional empathy to build and maintain health relationships with others
- Communicate effectively, with dignity and grace