
EXECUTIVE VICE PRESIDENT OF MINISTRY OPERATIONS

Position Assignment

Title: Executive Vice President of Ministry Operations
Organizational Unit: STCH Ministries
Recruited by: President and CEO
Approved by: President and CEO

Working Relationships

Reports to: President and CEO
Supervises: Vice Presidents of Program Ministries and Development and Communications
Staff Team: STCH Ministries Vice Presidents of Program Ministries and Development and Communications and all other STCH Ministries staff

Basic Functions

The Executive Vice President (EVP) of Ministry Operations at STCH Ministries serves as a key leader, working closely with the President and CEO to implement strategic direction, operational excellence, and organizational alignment. The EVP is responsible for the overall effectiveness of Program Ministries as well as Development and Communication areas.

The EVP of Ministry Operations is employed by STCH Ministries; however, this position is also under a separate administrative agreement between STCH Ministries and STCH. This position serves as EVP of Ministry Operations of STCH Ministries and as EVP of STCH. The following job description includes functions and responsibilities for each of the two corporations.

Basic Responsibilities

1. To coordinate with the President and CEO for the development and implementation of STCH Ministries strategic plan for Program Ministries and Development and Communications operations.
2. To provide leadership and guidance to the Vice Presidents of Program Ministries and Development and Communications in accordance with STCH Ministries' established policies, procedures, and ethical, professional standards.
3. To regularly conduct evaluations and assessments of Program Ministries and Development and Communications to identify areas for improvement and innovation.
4. To serve as a liaison between the President and CEO and the Vice Presidents of Program

Position Description

STCH Ministries



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- Ministries and Development and Communications, ensuring their needs are represented and priorities are aligned.
5. To oversee the daily operations of Program Ministries and Development and Communications.
 6. To collaborate with the President and CEO in establishing operational policies and procedures for Program Ministries and Development and Communications.
 7. To oversee Program Ministries and Development and Communications budgets and resources, ensuring fiscal responsibility and accountability in each department.
 8. To foster a positive and collaborative work environment between all Program Ministries and Development and Communications.
 9. To perform all other duties as assigned.

***A standard 40 hour work week is normal; however, flexible hours and overtime may occur.*

I, the employee, have read, understand, and agree with the position description for Executive Vice President of Ministry Operations.

Employee Signature

Date

Employee Supervisor Signature

Date