

JOHN DOE

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EXECUTIVE DIRECTOR

Accomplished management professional with a record of success in developing and implementing strategies to achieve tactical, logistical, financial and operational goals. Seven years' management experience working in cooperation with a Board of Directors and Commanding Officers. Experienced in cultural diversity and thrives on building relationships/partnerships resulting in effective team development, problem solving, conflict resolution, and strong collaboration. As a committed follower of Jesus Christ, chooses to work within an organization whose purpose is furthering the Kingdom of God.

Professional Highlights:

- Strong business and analytical acumen, adept at using data to uncover opportunities and building strategic plans and initiatives.
- Skilled teacher and preacher of God's Word with a M.Div. degree.
- Developed strong paid and volunteer staffs/troops with varied responsibilities/abilities utilizing mentoring, coaching and training techniques used to implement goals with continual improvement in individual performance.
- Over five years' marketing experience including various forms of social media, direct mail pieces, brochures and other collateral that defines the mission/vision and requests a call to action.

PROFESSIONAL HISTORY

Colorado church Planting Network, Denver, CO

Lead Administrator

2013-Present

- Creating stability working in partnership with the Board of Directors for this start-up organization through strategy development and implementation of critical goals that built solid operational processes and strong development of leaders.
- Managing a staff of three direct reports in focused areas of marketing/communication, pastoral training/support, and general office management.
- Overseeing church planting operations which have grown over 25% in the last two years.
- Cultivating and building relationships through counseling, mentorship and guidance to the 30 pastors assigned by the Church Planting Network.
- Facilitating the recruitment, selection and training of new pastors called to church planting ensuring job readiness before a church plant placement.
- Initiating, implementing and managing a \$500,000 annual budget through a variety of donations, fundraising initiatives and administer the activity of pastors gaining their own support.

- Commanded an Intelligence unit comprised of five intelligence specialists each performing critical information gathering used for military strategic planning.
- Ensured the proper use and timely maintenance processes for \$480,000 of media equipment and \$50,000 of department equipment without any downtime.
- Supervised, mentored, trained and lead a team of 35 in-country volunteers ensuring safety and assigned tasks were completed as ordered.
- Developed interdepartmental professional relationships that facilitated enhanced communication and implementation of strategic maneuvers in developing various operations in and outside of the organization's area of responsibility.
- Created and presented oral and written reports; professional briefings to military personnel and gave public speaking presentations on behalf of the U.S. Army for selected military ceremonies.

EDUCATION

Denver Seminary, Littleton, CO
Master of Divinity

May, 2014

ABC Baptist Church, Somewhere, CO

January, 2011 – June, 2013

Pastoral Intern (unpaid)

- Preached on Sunday morning services as a fill-in for regular pastor.
- Initiated, implemented and lead a first-time, outdoor spiritual formation retreat for The Men's Group. Participation and outcomes exceeded expectations resulting in plans for making this activity an annual event.
- Managed the development and distribution of all marketing materials targeted to young adults which facilitated the rapid growth of life group participation.
- Ministered to the congregation through in-home and hospital visitations; one-on-one counseling sessions and provided oversight for youth and adult leaders.
- Contributed to the annual budget planning and managed appropriate use and disbursements associated with a \$50,000 missionary budget.

Denver Seminary, Littleton, CO

January, 2012 – May, 2013

Student Assistant (paid work study)

- Organized, scheduled and administered seminary-endorsed community events such as Marriage Retreats, Church Fairs and Resident Life enhancing the overall value of student life.
- Implemented a new streamlined process for distribution of groceries from the bread and food closet.
- Assessed, counseled and directed students to appropriate seminary resources with confidentiality and clarity.
- Coordinated and assigned relevant programs and speakers for weekly chapel services and provided timely announcements to peak student interest and attendance.

EDUCATION (Continued)

Army Officer Candidate School, Fort Benning, GA

September, 2004

Trained in management skills and team leadership principals; Commissioned as an Officer

Eastern Illinois University, Charleston, IL

May, 2004

Bachelor of Arts, Political Science

MINISTRY VOLUNTEER EXPERIENCE

Denver Mission Center (Christian non-profit providing housing and needs for the homeless)

Board Member

2011 – 2013

- Preached and taught the Word of God in a weekly service as needed, seeking to address spiritual as well as physical needs of the homeless.
- Oversaw the development of marketing strategies, working with the Administrator, directed a new fundraising campaign, Home for the Homeless, which brought in a record \$100,000 in less than six months.
- Provided oversight, counsel, and direction to the newly hired Administrator, working closely with the other four Board Members to ensure sustainability of the Denver Mission Center and the ongoing ministry of housing and feeding for over 1500 men annually.