



WV CONVENTION *of* SOUTHERN BAPTISTS

28 Mission Way | Scott Depot, WV 25560

POSITION: Executive Director-Treasurer

ORGANIZATION: West Virginia Convention of Southern Baptists (WVCSB)

PRINCIPAL FUNCTION

The Executive Director-Treasurer serves as the chief executive officer of the West Virginia Convention of Southern Baptists (WVCSB), overseeing the implementation of the convention's vision, leadership, and operations. This position ensures the fulfillment of the convention's mission by providing strategic direction, administrative oversight, and spiritual leadership to member churches and associations.

GENERAL RESPONSIBILITIES

- Provide strategic leadership to the WVCSB Executive Board, helping to develop and execute the convention's overall program.
- Lead in organizing, staffing, and directing personnel to carry out the mission and objectives of the convention with a participatory leadership style.
- Coordinate and evaluate staff programs and ministry efforts.
- Offer encouragement, resources, and guidance to member churches and associational mission strategists in fulfilling their local and global missions.
- Represent the WVCSB to local, state, and national Southern Baptist entities and the general public.
- Function as an agent and financial steward of the convention, overseeing budgeting, financial planning, and resource allocation in collaboration with the WVCSB Finance Committee.
- Ensure proper financial reporting and budget compliance.
- Inspire and promote cooperation within the convention by effectively interpreting and communicating its mission.
- Provide regular reports to the WVCSB Executive Board and represent the board to the convention.
- Engage in preaching and leading worship in local churches when appropriate.
- Offers consultation to associations and member churches for search committees.
- Serve as a ministry coach to pastors and associational mission strategists as needed.

QUALIFICATIONS

SPIRITUAL

- A committed believer in Jesus Christ with a strong sense of calling to the role.
- Exhibits integrity, spiritual maturity, and high moral character.
- Passionate about the Great Commandment and the Great Commission.

EDUCATIONAL

- Preferred: Doctorate from an accredited theological institution.
- Minimum: Master's degree from an accredited theological institution.

THEOLOGICAL

- Affirms the Baptist Faith & Message 2000.

PROFICIENCIES

FOUNDATIONAL

- Deep understanding of and commitment to Southern Baptist doctrine, polity, and cooperation.
- Minimum of 10 years of vocational ministry experience.
- Passionate about both local and global missions, championing partnerships for the convention.
- Represents WVCSB positively and professionally.

RELATIONAL

- Strong emotional intelligence and interpersonal skills.
- Ability to build trust and foster relationships with churches, associations, and leaders.
- Comfortable working across diverse church cultures and communities.
- Promotes diversity within the convention while maintaining theological unity.

ORGANIZATIONAL

- Proven experience in visionary leadership, strategic planning, and staff management.
- Strong commitment to the Cooperative Program and associational ministry.
- Demonstrated ability to collaborate with a variety of Baptist leaders and organizations.
- Comfortable serving as the face and chief representative of WVCSB.
- Works closely with the WVCSB Executive Board to strengthen churches and associations for practical and effective Great Commission work.

APPLICATION PROCESS

Interested candidates should submit a two-page max résumé, one-page max cover letter, and references to the WVCSB Executive Board Search Committee for consideration via email at resumes@wvcsb.org by **May 5, 2025**.