



## Pax Dei for Nuba, Executive Director Job Announcement

**Location:** Remote office in or near Harrisonburg, Virginia

**About Us:** Pax Dei for Nuba is a 501(c)3 non-profit mission organization that partners with the Anglican Church in Sudan, equipping Christ-centered leaders for the flourishing of God's Kingdom in a society devastated by war.

**Position Summary:** The Executive Director will be responsible for the overall strategic, operational, and financial management of the organization under the oversight of the Board of Directors. This role requires a dynamic leader who can effectively communicate the mission, vision, and values of the organization to various stakeholders.

### Desired Characteristics

- A mature Christian whose faith and practice are consistent with the PD4N Statement of Faith (attached) and willing to abide by the PDFN Lifestyle Covenant (attached)
- Respects and values the Anglican tradition; able to work across other denominations.
- Meek, warm, hospitable, and flexible, when working with others.
- A confident self-starter with an entrepreneurial mindset, and a strong work ethic.
- A humble servant leader with strong relational skills, the ability to build and lead teams to accomplish important tasks, the ability to delegate, and the ability to see the big picture and cast vision.
- Effective at building partnerships with donors, churches, and foundations to support the work of the organization.

### Key Responsibilities

- **Leadership and Management:** Provide visionary leadership and direction to the organization under the guidance of the Board of Directors. Oversee the day-to-day operations, ensuring alignment with the organization's mission, vision, values, and strategic goals.
- **Fundraising and Development:** Develop and implement fundraising strategies to build a national donor base of individuals, foundations, and churches committed to supporting the work in Sudan. Cultivate and maintain relationships with donors and relationships with mission partners through personal contact, public presentations, newsletters, website updates, and representation of the organization at relevant meetings. Write and submit successful grant proposals.
- **Financial Oversight:** Manage the organization's budget of approximately \$350,000 . Together with the Treasurer and bookkeeper, ensure financial stability, integrity, and accountability through effective financial planning and reporting.
- **Program Development and Implementation:** Oversee the development, implementation, and evaluation of programs and services in Sudan. This will require trips to Sudan every 12-24 months and long-distance communications with Sudanese



partners to build a strong mutual partnership between the Anglican Church in Sudan, and our donor community. At some time in the future, recruit, develop, and lead the organization's support staff and volunteers.

- **Partnership Engagement:** Serve as a primary spokesperson for the organization and a point of contact for creating, building, and maintaining relationships with partnering mission organizations.
- **Board Relations:** Report to the President of Pax Dei for Nuba and work closely with the Board of Directors to develop and implement strategic plans. Provide regular updates and reports to the Board on the organization's progress and challenges.

### First-Year Goals

- **Increase Fundraising Revenue:** Achieve a 20% increase in fundraising revenue through new and existing channels in order to support the mission of Pax Dei for Nuba and its annual budget commitments
- **Expand the Donor Base:** Grow the donor base by 15% by identifying and cultivating relationships with new donors.
- **Communication Systems:** Develop and maintain a timely robust system of regular communication with both our US donors and our Sudanese partners for the purpose of tracking progress and communicating with the board and donors.
- **Organizational Integrity:** Develop and maintain systems and policies to assure the transparency, accountability, and effectiveness of the handling of funds both here and in Sudan consistent with the standards of the Evangelical Counsel for Financial Accountability (ECFA).
- **Visit Sudan:** Visit Sudan to observe first hand our work and to better understand the mission and scope of the activities we support. Meet with local leaders and cultivate relationships with them to strengthen our partnership

### Qualifications

- Preferred four-year college degree.
- Five years of relevant work experience.
- Minimum 2 years experience in a leadership role with a nonprofit organization.
- Proven track record in fundraising and development.
- Experience in managing a non-profit budget.
- Experience working in or travel to a developing country.
- Strong cross-cultural communication and interpersonal skills.
- Experience with technology, ie. website, donor management, GoogleDocs etc.
- Ability to build and maintain relationships with diverse stakeholders.
- Passion for the mission and values of the organization.

**How to Apply:** By midnight, April 15, 2025, interested candidates should submit a resume and a cover letter to Mike Deaton at [paxdeifornuba@gmail.com](mailto:paxdeifornuba@gmail.com) . Please include "Executive Director Application" in the subject line.



## Compensation Package for Executive Director

The preference is to fill this position with a full time Executive Director, although a highly qualified individual with a desire to work part-time may be considered.

**Salary:** For a full-time position, salary will be in the range \$50,000-\$60,000, depending on the qualifications of the applicant. Part-time positions will be funded on a prorated basis.

### Benefits for full-time employees:

- Health insurance stipend of \$10,000 for purchase of health insurance.
- Retirement contribution equal to 8% of salary + health stipend, to be paid into a retirement plan of the employee's choosing.
- No benefits will be paid for employees working less than 30 hours per week.

**Paid time off:** The Executive Director will be entitled to a Paid Time Off (PTO) policy, including:

- **Vacation Days: Minimum of 10 days** per calendar year, increasing with tenure. This is prorated for partial year employment with Pax Dei for Nuba. Higher vacation days may be possible, based on candidate experience
- **Wellness & Sick leave:** 10 days per calendar year.
- **Federal Holidays:** All recognized federal holidays.
- **Family and Medical Leave:** In accordance with federal and state laws, extended leave for family and medical reasons.
- **Bereavement Leave:** Up to 3 days per calendar year for the loss of an immediate family member.
- **Jury Duty Leave:** Paid leave for the duration of jury service.

**Professional Development:** To promote continuous growth and development, the ED will have access to various professional development opportunities, such as: workshops and conferences.

**Flexible Work Schedule:** The organization supports work-life balance by offering a remote work environment and adjustable working hours.



## Statement of Faith<sup>1</sup>

Preamble:

*Pax Dei for Nuba affirms that we exist primarily for the glory of God; Father, Son and Holy Spirit.*

We rejoice in the gospel of God through which we have been saved by grace through faith in Jesus Christ by the power of the Holy Spirit. Because God first loved us, we love him and as believers bring forth fruits of love, ongoing repentance, lively hope and thanksgiving to God in all things.

We believe the Holy Scriptures of the Old and New Testaments to be the Word of God written and to contain all things necessary for salvation.

We uphold the four Ecumenical Councils and the three historic Creeds (Apostles, Nicene, Athanasian) as expressing the rule of faith of the one holy catholic and apostolic Church.

We gladly proclaim and submit to the unique and universal Lordship of Jesus Christ, the Son of God, humanity's only Savior from sin, judgment and hell, who was born of the Virgin Mary, lived the life we could not live and died the death that we deserve. By his atoning death and glorious resurrection, he secured the redemption of all who come to him in repentance and faith.

We gladly accept the Great Commission of the risen Lord to make disciples of all nations, to seek those who do not know Christ and to baptize, teach and bring new believers to maturity.

We affirm that the Church is at the very center of God's cosmic purpose and is his appointed means of spreading the gospel. But a church which preaches the cross must itself be marked by the cross. The church is the community of God's people rather than an institution, and must not be identified with any particular culture, social or political system, or human ideology.

We are mindful of our responsibility to be good stewards of God's creation, to uphold and advocate justice in society, and to seek relief and empowerment of the poor and needy.

We are committed to the unity of all those who know and love Christ and to building authentic ecumenical relationships.

We rejoice at the prospect of Jesus' coming again in glory, and while we await this final event of history, we praise him for the way he builds up his church through his Spirit by miraculously changing lives.

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<sup>1</sup> *Our statement of faith is adapted from The Jerusalem Declaration (GAFCON 2008 <https://www.gafcon.org/jerusalem-2018/key-documents/jerusalem-declaration>) and the Lausanne Covenant;# missional statements of faith (<https://lausanne.org/content/covenant/lausanne-covenant#cov>) that we fully assent to in faith and praxis.*



## LIFESTYLE AFFIRMATION

### FAITH

*I am a Christian, baptized in the name of the Father, the Son, and the Holy Spirit, who seeks to conform my life to the Word of God.*

- Jesus Christ is my Lord and Savior
- His perfect life, sacrificial death, and resurrection are my only hope for redemption from sin death and divine judgment
- I believe that there is no other name by which people may be saved
- I believe that the Bible is God's Word written and, as such, is the supreme authority in the life of the church
- I understand that Pax Dei for Nuba affirms the Apostles' Creed, the Nicene Creed, and the 2008 Jerusalem Declaration as faithful summaries of what the Bible teaches about the Christian faith

### MISSION

*I am an ambassador of Jesus Christ.*

- I commit myself to the mission of this organization in being and bringing the gospel to all the world
- I believe that the gospel is for all people and all places
- I will demonstrate willingness, as guests, to respect the host culture.
- I will adapt to different cultural and social environments with sensitivity to local believers regarding appearance, conduct, values, and traditions.

### DISCIPLINE

*I am a disciple of Jesus and will conduct my life in a manner worthy of him.*

- I intend to grow into maturity in Christ through regular personal Bible reading, prayer, fellowship, and the practice of the other spiritual disciplines.
- I intend to be chaste: I will conform my body and my sexual self to God's vision of human sexuality as laid out in Scripture and articulated by church tradition—fidelity within marriage between a man and a woman, and abstinence outside of such a marriage.
- Practice self-control by refraining from pornography, substance abuse and other addictive behaviors.
- I intend for my journey in Christ to be evident through my regular participation in corporate worship, and I intend to seek regular times of fellowship, accountability, and encouragement with other members of my church.
- I intend to respect and follow the clergy of my church.



## STEWARDSHIP

*I am a steward in the King's service.*

- I intend to be a faithful steward of my time, body, gifts and talents, finances and possessions
- I intend to serve in the ministry of this organization and God's Kingdom by using the gifts God has given me
- I intend to regularly and sacrificially give financially to support the ministry of this organization, relief of the poor, and the spread of the gospel.

*Almighty God, look with favor upon us as we affirm our commitment to follow Christ and to serve in his name. Give us courage, patience, and vision; and strengthen us all in our Christian vocation of witness to the world, and of service to others; through Jesus Christ our Lord. Amen.*

**I recognize that as a representative of Pax Dei for Nuba, I am an ambassador. I represent Christ, the Christian church, and Pax Dei for Nuba to everyone I meet. By signing below, I acknowledge that I have read, affirm, and commit to this rule of life while serving in this capacity.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_