

**EXECUTIVE DIRECTOR
FOR THE
LUTHERAN TRANSITIONAL MINISTRY ASSOCIATION (LuTMA)
POSITION DESCRIPTION**

Overview

The Executive Director (E.D.) is employed by the Board of Directors of the Lutheran Transitional Ministry Association (or LuTMA; formerly the National Association of Lutheran Interim Pastors or NALIP) and reports to the LuTMA Board. The E.D. functions as the business manager of the day to day operations of LuTMA. The E.D. works closely with various committees of volunteer members of LuTMA to accomplish mission and goals of the organization. The duties are described in more detail below.

Qualifications and Values

- The E.D. is expected to act in accord with Christian beliefs, values, lifestyle, and ethics
- It is preferred that the E.D. be an ordained Lutheran pastor, and also preferred that the E.D. have completed basic LuTMA training.
- The E.D. is expected to represent LuTMA in a positive, exemplary fashion with all internal and external entities
- The E.D. will possess strong organizational skills in leadership, planning, collaboration, facilitation, and delegation
- The E.D. will possess basic financial management and technology skills
- The E.D. will possess strong communication (written and oral) skills
- The E.D. is fully accountable to the LuTMA Board with regard to position responsibilities

Responsibilities

General Administration and Governance:

- Arrange for monthly teleconference calls for the governing LuTMA board and committees
- Attend all LuTMA board meetings and issue monthly financial and activity reports
- Attend LuTMA committee meetings as needed or requested by the committee chairs
- Process all LuTMA mail, email, and phone inquiries
- Maintain and annually update LuTMA incorporation status with the state of Minnesota
- Maintain office equipment and software programs
- Assist the Educational Committee and Dean of Faculty in holding educational events
- Assist the Conference Planning Committee in holding the annual conference
- Negotiate and execute all contracts and legal documents as needed by the LuTMA board or committees
- Prepare other reports as needed by the governing board and committees

Financial:

- Maintain all financial records in accordance with the LuTMA Record Retention Policy
- Receive, deposit, and issue receipts for all payments, registrations, gifts, grants, and dues
- Invoice, document and pay all bills
- Prepare and submit all required IRS forms on behalf of LuTMA
- Issue 1099 forms to faculty and conference presenters as needed
- Prepare all financial reports for the governing board and annual conference
- In conjunction with the governing board, arrange for periodic financial reviews

Membership Record-Keeping:

- Maintain a current record of active LuTMA members and prospects, along with an archive of past members
- Process the annual membership campaign
- Receive, record, and receipt membership fees
- As needed, report the roster of LuTMA members to the governing board

Communications:

- Assist the governing board in developing regular internal communications with LuTMA members
- Assist the governing board in developing external communication with LuTMA stake holders and membership prospects
- Serve as the primary contact with the LuTMA webmaster, particularly in regular updates of the LuTMA website

Performance Review and Compensation

The position of Executive Director is viewed as part-time, on average requiring 10-15 hours per week. The time required will vary from month to month.

The basic salary and any additional bonuses of the Executive Director are set by the LuTMA Board. Work performance and compensation reviews may be conducted annually as designated by the LuTMA Board.