

Executive Coordinator
Member Engagement and Discipleship
Job Description

**THE CEO
FORUM**

The CEO Forum is a premier Christ-centered spiritual leadership development organization serving the needs of CEOs and Senior Executives of major companies and their families throughout the world – resulting in Christ-following leaders cultivating God’s love at home, at work, and throughout the world. Founded in 1995, the CEO Forum has provided a safe and confidential place of refuge for CEO’s and Senior Executives who benefit from coaching, pastoral care, prayer, discipleship, accountability, wise counsel, and leadership development. We have developed original curricula, practical tools, and case studies which intersect the unique circumstances these leaders encounter in life and business. You will be joining a professional staff along with a team of CEOs and senior leaders who serve as mentors, disciplers, and faculty in our world-class Spiritual Leadership Institute. For more information, visit www.theceoforum.org.

PURPOSE Discipling Business Leaders of Influence

MISSION To engage, encourage, and disciple CEOs and Senior Executives and their families as Christ-following leaders who advance the Kingdom of God.

VISION Transformed Executives, Transformed World!

WE BELIEVE

- CEOs and Senior Executives have a divine appointment to be used for the glory of God.
- CEOs and Senior Executives are positioned as important stewards of civilization.
- To whom much is given, much is required.
- Spiritual leadership development results from safe, intentional, long-term, relationships.

**BRAND
PROMISE**

Our work is built upon seven foundational commitments.

1. **Bible** – we uphold the Bible and its authority and application in members’ lives. As such, we believe Jesus Christ is the Son of God and our exclusive foundation for existence and the only name under heaven by which we may be saved.
2. **Prayer** – we will pray with faith in God for all members and their families.
3. **Refuge** – we will be a confidential, spiritual refuge for CEOs and Senior Executives.
4. **Discipleship** – we will provide personal, high touch, high quality Christ-centered discipleship and mentoring for all CEOs and Senior Executives.

5. **Leadership** – we will provide spiritual leadership development through innovative educational courses/programs designed for members’ distinct leadership challenges.
6. **Relationship** – we will convene our membership, creating venues for relationship development, spiritual encouragement, and equipping to nourish the spiritual “health” of the CEO, Senior Executive, and his/her family.
7. **Growth** – we will reach CEOs and Senior Executives not yet touched and serve as a catalyst and hub of Christ-centered leadership development throughout the world.

Synopsis of Role

This position involves full knowledge of all administrative and established procedures of the CEO Forum. The position requires a high level of organization, detail management, and follow up skills. The position coordinates all aspects and logistics related to member engagement, discipleship, and area events. The position also supports the Vice President(s) of Member Engagement and Discipleship. A complete understanding CRM software is required (training provided). Excellent time management skills and communication skills are a must.

Principle Responsibilities:

1. Assist Vice President(s) of Member Engagement and Discipleship with coordination, support, and administration of projects and area events.
 - Creating basic copy for use in email invitations, text invitations, promotional material, and event resources.
 - Assisting in the arrangement, communication, and execution of Area Forum Events to include breakfast meetings, luncheons, and annual dinner celebrations in our key cities.
 - Working with members, guests, speakers, staff etc.
 - Coordinating event logistics to include but not limited to hotel or venue reservations, décor, parking, catering, etc.
 - Ordering and sending annual dinner host gifts.
 - Completing any business documents, applications, event contracts, or otherwise general information necessary.
 - Preparing and processing expense reports, check requests, purchase orders, and budgets.
2. Administrative support to Vice President(s) of Member Engagement and Discipleship.
 - Calendar duties include:
 - Updating, maintaining, and protecting the Vice President(s) of Member Engagement and Discipleship calendar.
 - Scheduling meetings and reminders with all relevant parties.
 - Maintaining files and records
 - Updating our CRM database as necessary
 - Completing tasks and communication needs (letters, cards, emails, calls, etc.)
 - Assisting with preparation on any presentations such as Word Docs, Keynote,

PowerPoint, etc.

- Coordinating and communicating internally with other Forum staff members.
- Supporting other members of the CEO Forum as needed.

3. Have Fun

* This description is not all-inclusive, and other duties may be assigned as necessary.

| Required Skills and Job Complexity | |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a) Unique Skills and Knowledge | <ul style="list-style-type: none">• Skilled multi-tasker with ability to prioritize• Proficiency in meeting task deadlines/timeline requirements• Good written and verbal communication skills• Excellent time management skills• Capable of learning new programs and procedures easily. |
| b) Problem Solving and Decision Making | <ul style="list-style-type: none">• Confident leadership• Solutions-oriented• Ensure all necessary materials are provided for meetings, events, etc.• Positive attitude and positive approach to problem solving. |
| c) Relational Connections | <ul style="list-style-type: none">• Support staff• Executive staff• CEO Forum members |

| Competencies Critical to this Position | |
|--------------------------------------------|----------------------------------|
| Core Competencies | Technical Competencies |
| Self-motivated | Excellent Writing Skills |
| Relates well with people | MS Office Proficiency |
| Highly organized | CRM, Enterprise Systems |
| Able to make quality judgment calls | PowerPoint/Keynote |
| Detail oriented | Wunderlist or Project Mgmt. Apps |
| Able to maintain confidentiality | Google Docs, Box |
| Ability to Multi-task/Efficient Turnaround | |
| Initiator/Proactive | |
| Forward Thinker | |

| Key Performance Measurements |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Check emails and respond in a timely manner• Meetings and Events are well prepared and organized.• Up to date communication regarding events and activities – media, registrations, attendance, etc.• Communicate with volunteers and leadership• Prompt response to critical needs |

PACKAGE Competitive Salary
Medical, Dental, and Vision Benefits
401k

TO APPLY Send an email to hannah@ceoforum1.org and include the following:

- Cover letter (PDF) that tells a bit about who you are and why you would be a great fit for this position
- Resume (PDF)