

**Northeast Regional Vice President |  
Member Engagement and Discipleship  
CEO Forum, Inc.**



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*The mission of the CEO Forum is to engage, encourage and disciple CEOs and Senior Executives as Christ-following leaders who advance the Kingdom of God*

**Category:** Exempt, Salary per contract

**Reports to:** Senior Vice President, Member Engagement and Discipleship

**A. GENERAL PURPOSE OF POSITION/SUMMARY STATEMENT:**

The CEO Forum is a non-profit organization comprised of CEOs and Senior Executives who are actively seeking to follow Jesus Christ and who lead companies with over \$100 million in annual revenue.

The purpose of the position is to build and deepen relationships with CEO Forum members and potential members. Once relationships are established the person engages members in CEO Forum discipleship processes, educational opportunities, and events to fulfill the organization's mission to *engage, encourage and disciple CEOs and Senior Executives as Christ-following leaders who advance the Kingdom of God*

**B. MANAGERIAL DUTIES:**

This position may oversee staff and volunteers who have member contact responsibilities assuring that all contact staff are meeting their assigned objectives consistent with the goals of the CEO Forum.

**C. DUTIES AND EXPECTATIONS:**

**1. Foundational Expectations for Serving Members:**

- Actively disciple CEO Forum members.
- Visit each new member in assigned region at their place of business (if have not already done so) within the first 3 months of the acceptance of their application.
- Make at least 1 personal visit in a one-year period to each assigned member.
- Make at least 4 visits to each Area (Key City) within their region each year.
- Engage in at least one conversation a month with each member in their portfolio for discipleship/spiritual direction/support.
- Coordinate at least one quarterly opportunity for meaningful engagement for each Area (Key City) within assigned region. (3 regional events + a regional dinner)

## **2. Foundational Expectations Regarding Prospective Members:**

- Conduct personal visits to prospective CEO's and Senior Executives at their place of business in assigned region to foster deep relationships and promote CEO Forum opportunities for engagement.
- Recruit prospective members to quarterly gatherings, annual dinners, and other special events.

## **3. Foundational Expectations Regarding New Member Representatives Assigned to New Members: (Particularly Executive Fellows and Retired Members)**

- Upon acceptance of a prospective members application, communicate background and needs of the new member to the CEO Forum team.
- Work with CEO Forum staff to discern possible candidates for new member representative.
- Work with administrative staff to make New Member Representative assignment.
- Educate executive fellows and retired members on their role in the overall process.

## **4. Additional Expectations:**

- Promote CEO Forum opportunities for engagement. (i.e.: Education through the Spiritual Leadership Institute, Entrust, Annual Forum, Forum Days, etc.)
- Communicate regularly with members each month: calls, emails, texts, and personal handwritten notes to encourage members in their spiritual development with God.
- Attend Annual Forums, Regional Dinners, Spiritual Leadership Institute training sessions, etc.
- Generate and maintain trip summaries, monthly expense reports, members, and prospective members' profile updates.
- Send update and promotional emails as needed via the Area Template.
- Provide weekly update to oversight.



**VICE PRESIDENT OF MEMBER ENGAGEMENT AND DISCIPLESHIP**  
Ideal Candidate Profile

**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](http://www.theceoforum.org)

**POSITION  
STATEMENT**

To be the premier Christ-centered spiritual leadership development organization serving the needs of CEOs and Senior Executives of major companies throughout the world.

**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.

## THE POSITION

As one of our Vice Presidents of Member Engagement and Discipleship, your primary role is to build and deepen relationships with CEO Forum members and potential members. Once relationships are established you will integrate your education and experience into the CEO Forum discipleship processes, educational opportunities, and events. To fulfill this role, you will execute the following expectations:

- Willing to travel nationally.
- Conduct personal visits to members and prospective members.
- Communicate regularly with members each month: discipling calls, emails, texts, and personal handwritten notes to encourage members in their spiritual leadership development.
- Attend Annual Forums, Area dinners, Niche programs, and Spiritual Leadership Institute training sessions.
- Actively Disciple CEO Forum members.
- Generate and maintain trip summaries, monthly expense reports, members and prospective members' profile updates.

## CORE COMPETENCIES

Each Vice President of Member Engagement and Discipleship cultivates a personal, safe, and confidential relationship with CEO Forum Members to support, encourage, strengthen their walk with God and their spiritual leadership. Candidates must be able to earn trust, confidence and credibility with CEO's and Senior Executives. While the role is not providing business advice, the candidate must have the capability to discuss complex business challenges with a CEO with some level of understanding and insight. A Vice President must have training and experience as well as demonstrate proficiency in helping provide wise counsel and guidance on matters of personal, family, faith and spiritual leadership issues or concerns. In addition to relational development with members, the Vice President must possess the ability to develop his/her region through prospecting, basic presentation practices, handling objections, and follow-up. There are several core competencies:

### **Recruitment/Development**

Must have the ability to quickly earn rapport, credibility, and respect through a humble yet confident disposition, proven track record, and depth of presence. Ability to tell the CEO Forum story, listen to prospective/current member needs, and communicate the value, relevance, and benefit of CEO Forum offerings. On a national level, must have ability to recruit participants for our premier educational opportunities within the Spiritual Leadership Institute, participation in our Annual Forum, as well as special gatherings throughout the year. On a local level, must have the entrepreneurial drive to develop and grow vibrant key cities with flourishing relationships. Must have ability to recruit prospective/current members and manage quarterly gatherings, annual dinners, and other special events. Also, must have the ability to work collaboratively with local leaders to cast vision in key cities, build an annual calendar for the city, inspire others to buy-into the local vision, and mobilize/equip participants to fulfill the mission of the CEO Forum.

### **Discipling**

To fulfill the mission of the CEO Forum, the candidate must possess competency and demonstrated experience in discipling others. It may include practices which promote self-discovery in areas of life which need freedom and healing. Ability to train and equip individuals in spiritual formation exercises and historical faith practices. Ability and training to help uncover inner vows, unhealthy mental patterns - thinking, strongholds, dealing with shame, identity, ego, etc. Ability to serve as a safe and confidential companion to provide feedback regarding potential personal and relational constraints impacting their life and leadership. As a spiritual companion, also have the ability and spiritual gift to help others attend to their soul and God's presence and work in their life.

### **Pastoral Care and Encouragement**

Training, experience, and demonstrated ability to provide listening, care, and encouragement when appropriate. Examples include intercessory prayer, ministry during life transitions, offering hope in despair, ministry to the sick or dying, processing through grief, marriage and family issues, children and parenting issues, abuse, addictions, etc.

### **Spiritual Leadership Development**

Knowledge, wisdom, and experience to mentor/coach leaders on their spiritual leadership development journey. A developed understanding of theological frameworks and biblical insights to offer practical guidance relevant to their leadership circumstances. Ability to mentor and disciple from a robust spiritual theology of work and business. Ability to connect practices with theory provided in The CEO Forum’s Spiritual Leadership Institute that furthers leader’s growth and development. A basic understanding of emotionally healthy spirituality expressed through good communication, conflict resolution, boundaries, emotional intelligence, etc.

## **PREFERRED (NOT REQUIRED) EDUCATION AND EXPERIENCE**

- Pastoral and discipling experience along with basic biblical/theological training.
- Private sector experience, preferably in some type of enterprise role.
- Executive coaching or mentoring experience.
- Masters level degree in some form of ministry, spiritual formation, pastoral care, etc.

## **REQUIRED SKILLS**

Unique Skills and Knowledge	<ul style="list-style-type: none"><li>• Strong listening skills</li><li>• Sensitive to others, strong interpersonal awareness</li><li>• Excellent discernment skills</li><li>• Ability to develop strong rapport and credibility</li><li>• Skilled multi-tasker with ability to prioritize</li><li>• Proficiency in meeting task deadlines/timeline requirements, ability to execute.</li><li>• Good written and verbal communication skills</li><li>• Group Facilitation Skills</li><li>• Coaching Skills</li><li>• Excellent planning, organization, and management skills</li><li>• Familiarity with common leadership inventories and profiles, ability to utilize these tools in spiritual leadership development</li></ul>
Personal Characteristics	<ul style="list-style-type: none"><li>• Disciple of Jesus Christ</li><li>• Christ-centered and spiritually mature</li><li>• Life choices based on solid biblical truth and values</li><li>• Approachable, Trustworthy, and Confidential</li></ul>

	<ul style="list-style-type: none"> <li>• Strong and healthy marriage</li> <li>• High level of energy and enthusiasm</li> <li>• Convey warmth and genuine interest in people</li> <li>• Well-developed social and people skills, high EQ</li> </ul>
Problem Solving and Decision Making	<ul style="list-style-type: none"> <li>• Embracing projects with positive attitude, and healthy approach to problem solving while exhibiting a servant leadership demeanor</li> </ul>
Technical Competencies	<ul style="list-style-type: none"> <li>• MS Office – Word, Excel, PowerPoint, etc.</li> <li>• CRM, LMS</li> <li>• Project Management Software</li> <li>• Google Docs, Box, Drop Box, etc.</li> </ul>

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

**TO APPLY** Send an email to [hannah@theceoforum.org](mailto:hannah@theceoforum.org) and include the following:

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