
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.

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.

Bottom line - Transformed Executives can Transform the World!

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 501c3 non-profit organization. We disciple Business Leaders of Influence and strive to be the premier Christ-centered spiritual leadership development organization serving the needs of CEOs and Senior Executives of major companies throughout the world. Our ministry serves CEOs and Senior Executives who are actively seeking to follow Jesus Christ and who currently lead or have previously led companies with over \$100 million in annual revenue.

The purpose of the VP of Member Engagement and Discipleship (VPMED) position is to build and deepen relationships with CEO Forum members and potential members. Once relationships are established, the VPMED 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. BRAND PROMISE:

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 pray with faith in God for all members and their families.
3. **Refuge** – we are a confidential, spiritual refuge for CEOs and Senior Executives.
4. **Discipleship** – we provide personal, high touch, high quality Christ centered discipleship and mentoring for all CEOs and Senior Executives.
5. **Leadership** – we provide spiritual leadership development through innovative educational courses/programs designed for members' distinct leadership challenges.
6. **Relationship** – we 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.

C. DUTIES AND EXPECTATIONS:

1. Foundational Expectations for Serving Members:

- Actively disciple CEO Forum members.
- Visit each new member in the assigned region at their place of business (if have not already done so) within the first three months of the acceptance of their application.
- Make at least one personal visit each calendar year to all assigned members in their respective portfolio.
- Make quarterly visits to each Area within their Region each year.
- Regularly engage with each member in their portfolio for discipleship/spiritual direction/support.
- Coordinate at least one quarterly opportunity for meaningful engagement for each Area within assigned Region. (Three Area events + an Area dinner)

2. Foundational Expectations Regarding Prospective Members:

- Conduct personal visits to prospective CEOs 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 strategic Area opportunities to meet current members.
- Network with Key Connectors within the Region.
- Collaborate with the Vice President of Member Advancement in managing leads.

3. Additional Expectations:

- Promote CEO Forum opportunities for engagement. (i.e.: Education through the Spiritual Leadership Institute, Entrust, Annual Forum, Area Forum, 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, etc.
- Generate and maintain trip summaries, monthly expense reports, members, and prospective members' profile updates.
- Send update and promotional emails as needed.
- Willingness to travel nationally.

D. CORE COMPETENCIES:

Each Vice President of Member Engagement and Discipleship (VPMED) will need to cultivate a personal, safe, and confidential relationship with CEO Forum members to support, encourage, and strengthen their walk with God and their spiritual leadership. VPMEDs must be able to earn trust, confidence, and credibility with CEOs and Senior Executives. While this role is not expected to provide business advice or professional coaching, the candidate must have the capability to discuss complex business challenges with a CEO with some level of understanding and insight. A VPMED must have training and experience as well as demonstrate proficiency in helping provide wise counsel and guidance on matters of a personal, family, faith, and spiritual leadership nature. In addition to relational development with members, the VPMED must possess the ability to develop their Region through prospecting, basic presentation practices, handling objections, and follow-up. There are several required core competencies:

1. New Member Acquisition:

The VPMED must have the ability to quickly earn rapport, credibility, and respect through a humble yet confident disposition, proven track record, and depth of presence. Our expectation is that the VPMED can tell the CEO Forum story, listen to prospective/current member needs, and communicate the value, relevance, and benefit of CEO Forum offerings. The VPMED will manage a portfolio of key connectors and leads in collaboration with the VP of Member Advancement. They must have the desire and aptitude to generate leads and are responsible for ensuring appropriate management of leads through each stage of the leads cycle.

2. Small Group Leadership/Facilitation:

The VPMED must be able to expertly facilitate group sessions with high-level leaders to help them engage with one another and the Holy Spirit as they explore the intersection of spiritual formation and leadership.

3. 1:1 Discipling:

The VPMED 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. The VPMED will need to show proficiency to train and equip individuals in spiritual formation exercises and historical faith practices. This may require skills to help uncover unhealthy mental patterns - thinking, strongholds, dealing with shame, identity, ego, etc. The VPMED is expected to serve as a safe and confidential companion to provide feedback regarding potential personal and relational constraints impacting their life and leadership. When acting as that spiritual companion, the VPMED will need to possess the ability and spiritual gifting to help others attend to their soul and God's presence and work in their life.

4. Pastoral Care and Encouragement:

The VPMED role requires 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.

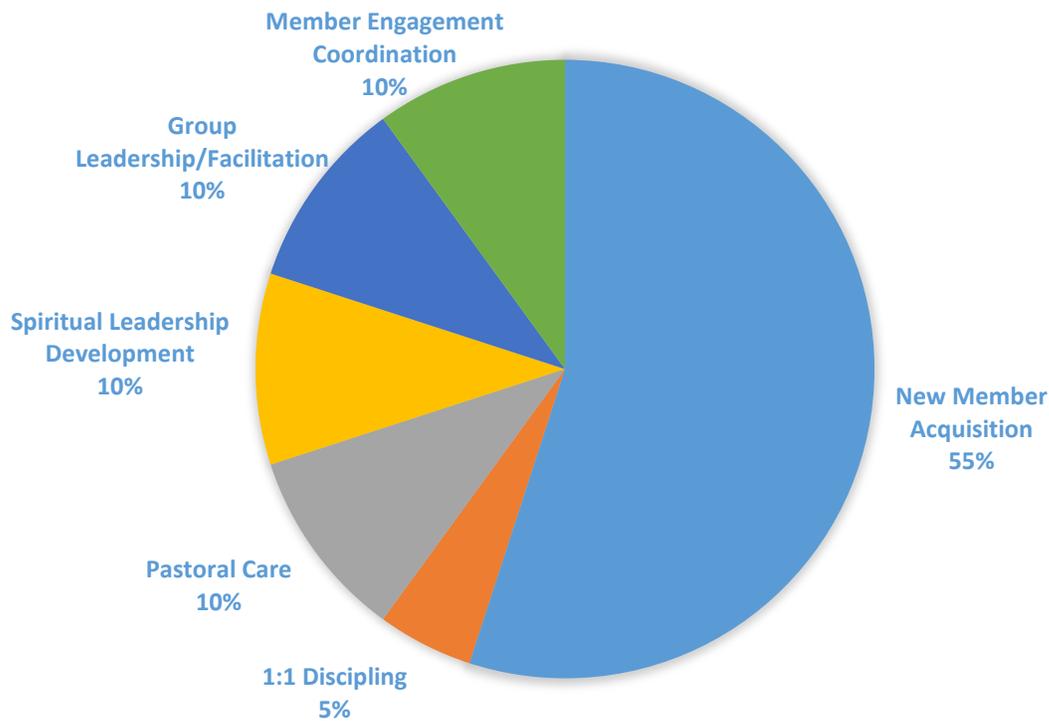
5. Member Engagement Coordination:

While the VPMED provides personal discipleship for some members, a majority of the members in a Region will likely be disciplined by others and/or be engaged in other pathways within the CEO Forum. The VPMED is responsible for knowing the needs of the members and ensuring they are being served well in whatever pathway(s) are most appropriate. On a national level, the VPMED must have the ability to recruit participants for our premier educational opportunities within the Spiritual Leadership Institute, our Annual Forum, as well as special gatherings throughout the year. On a local level, the VPMED must have the entrepreneurial drive to develop and grow vibrant Areas with flourishing relationships. It is critical for the VPMED to work collaboratively with local leaders to cast vision in Areas, to establish an annual calendar for the Area, and to inspire others to buy-into the local vision and mobilize/equip participants to fulfill the mission of the CEO Forum.

6. Spiritual Leadership Development:

The VPMED role needs to possess the knowledge, wisdom, and experience to mentor/coach leaders on their spiritual leadership development journey. They must possess a developed understanding of theological frameworks and biblical insights to offer practical guidance relevant to members’ leadership circumstances. They must demonstrate the ability to mentor and disciple from a robust spiritual theology of work and business. The role requires the capability 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, and emotional intelligence is also necessary.

BREAKDOWN OF DUTIES FOR NORTHEAST REGION



E. 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.
- Master’s level degree in some form of ministry, spiritual formation, pastoral care, etc.

F. REQUIRED SKILLS:

- Strong executive presence.
- Entrepreneurial drive.
- Sound spiritual depth.
- Ability to develop strong rapport and credibility.
- Effective listening skills.
- Sensitive to others, strong interpersonal awareness.

- Superb discernment skills.
- Skilled multi-tasker with ability to prioritize.
- Proficiency in meeting task deadlines/timeline requirements, ability to execute.
- Excellent written and verbal communication skills.
- Group facilitation skills.
- Coaching skills.
- Exceptional planning, organization, and management skills.
- Familiarity with common leadership inventories and profiles, ability to utilize these tools in spiritual leadership development.

G. PERSONAL CHARACTERISTICS:

- Disciple of Jesus Christ.
- Christ-centered and spiritually mature.
- Approachable, trustworthy, and confidential.
- Strong and healthy marriage.
- High level of energy and enthusiasm.
- Convey warmth and genuine interest in people.
- Well-developed social and people skills, high EQ.
- Life choices based on solid biblical truth and values.

H. TECHNICAL COMPETENCIES:

- Microsoft Suite – Word, Excel, Outlook, Power Point etc.
- CRM Software

I. PACKAGE:

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

J. TO APPLY:

- Send an email to hannah@theceoforum.org and include the following:
 - o Cover letter (PDF) that tells a bit about who you are and why you would be a great fit.
 - o Resume (PDF)