

*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:** Director of Operations

**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.

**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.

## **DETAILS ABOUT THE ROLE:**

The CEO Forum hosts several smaller events each year ranging from breakfast, lunch, and dinner meetings, an educational cohort setting, retreats, prospecting/networking events, training sessions, socials, and beyond. These events are the lifeblood of the ministry, fulfilling the mission of discipling business leaders of influence. We're looking for an experienced professional to join our team as an Executive Coordinator. The best candidate will know how to execute top-notch training events and provide administrative assistance for department leadership. Success will be dependent on the ability to execute well on an event plan that fulfills the mission of the organization.

While this role will be heavily weighted in the event planning space, there is also a strong administrative component. Our organization is growing, and we have many moving parts and needs.

The ideal candidate will need to:

- Be highly organized.
- Thrive in the details.
- Possess excellent communication and follow-up skills.
- Demonstrate an established tracking system.
- Collaborate with other team members.
- Display exceptional time management skills.
- Manage and adhere to a budget.
- Prioritize tasks.
- Understand and appreciate a good process.
- Adapt to last minute changes.
- Remain proactive.

## **BREAKDOWN OF ROLES AND RESPONSIBILITIES:**

The Executive Coordinator will serve as the team lead in planning, coordinating, producing, and executing all aspects of the event assigned to them. Duties include but are not limited to:

- Partner with key stakeholders to program a mission-focused event.
- Establish a date for the event.
- Research and secure a conference venue.
- Negotiate a contract with the venue.
- Book entertainers and vendors.
- Schedule and collaborate with guest speakers and faculty.
- Coordinate IT and AV needs.
- Liaise with Manager of Marketing to create an event communication plan and determining communication protocols for reminders and announcements.
- Compile printed collateral.
- Reserve lodging and transportation.
- Order and distribute gifts/merchandise.
- Menu planning.
- Ownership of calendar invites.
- Track member/guest registrations.
- Collaborate/report/communicate with the CEO Forum team.
- Compile and manage event budget to achieve financial objectives.

The Executive Coordinator will provide logistical support for said events. Duties will include but are not limited to:

- Agenda planning.
- Content planning and development.
- Facilitate stakeholder planning meetings.
- Internal and external communication.
- Maintain Website Landing Pages and related content in Wordpress.
- Serve as a Zoom host.
- Take detailed notes and document prayer requests.
- Create basic copy for use in email invitations, text invitations, promotional material, and event resources.
- Update Donor Perfect (CRM Database).
- Complete tasks in accordance with communication needs (letters, cards, emails, calls, etc.)
- Assist with preparation of needed documents/presentations via Word, PowerPoint, or Excel etc.
- Serve as a concierge to our members.
- Maintain email lists and system accuracy.
- Track discipling relationships.

**TRAVEL:**

There may be light travel required for this position.

**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)