



POSITION DESCRIPTION

Chief Operating Officer

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The COO is responsible for the on-site daily operations of MTI's mission. The COO is charged with coordinating the various teams and resources of MTI that reside in Colorado in a unified direction – current teams: Compass, DAR, Communications, Business & Finance, Food Service, Housekeeping & Facilities. The primary means of creating coordinated synchronicity among these teams will be by empowering, encouraging and supervising each team leader, as well as building a strong executive team that establishes yearly MTI-wide goals and tactics. The COO is also charged with improving and overseeing systems-wide HR and IT practices.

The vibrant community and relational ethos of MTI's staff will require this COO to lead with a servant-hearted, hospitality-minded, collaborative shepherding style with the ultimate goal of serving our program communities with the highest quality support services.

The COO position is new to MTI due to the significant growth of MTI's staff and services. MTI was once of team of individuals lead by a President. Now MTI is team of teams and co-laborers that needs to be shepherded by both an on-site leader, the COO, and the President who will lead the broader vision, mission and major strategies that extends outside of Colorado. It is therefore imperative that the COO shares a reciprocally high-trust, high-respect, open-communication type of relationship with the President.

SCOPE AND LIMITS OF AUTHORITY:

The COO scope of authority is the execution of all MTI's major strategies in Colorado within the policy parameters established by the Board and President.

The COO's authority does NOT extend to the final approval of major strategies, unbudgeted items beyond \$40,000, the responsibility for MTI co-laborers outside of Colorado, nor organization-wide policy parameters. Nevertheless, the COO will be an important voice to the Board and President when establishing new major strategies and organization-wide policies.

REPORTING & SUPERVISORY RELATIONSHIP:

The COO is appointed by the President and reports to the President.

TEAM MEMBERSHIP:

President's Team

Leader of the Executive Team

Ex-officio member of any leadership teams that reside in Colorado

RESPONSIBILITIES - The Chief Operating Officer (COO)...

PROGRAM Responsibilities:

- 1) ensures the on-going development of existing services in relevance, quality and impact. 'Services' being mostly programs, but also conferences, seminars and retreats.
- 2) initiates, develops and executes short-range plans regarding existing services in coordination with the Executive-team (E-team) & President.
- 3) develops and executes long-range plans regarding existing and future services in coordination with the E-team, President & Board.

ADMINISTRATIVE Responsibilities:

- 4) guides and participates in the larger systems and monitoring reports required to maintain the coordinated actions of different teams in the organization.
- 5) Improves and oversees systems-wide HR & IT practices.
- 6) coordinates and oversees the various directors of the organization.
- 7) facilitates and leads the E-team consisting of those of the COO's choosing.

STAFF Responsibilities:

- 8) finds, hires, appoints and dismisses staff as necessary to ensure MTI's effectiveness, and with the approval of the President for full-time staff.
- 9) develops and empowers the staff, coordinators and directors to fulfill their responsibilities with a focus on the executive team.
- 10) provides a climate of corporate spiritual vitality within the staff.
- 11) fosters love and unity of purpose, vision, and spirit among the staff.

COMMUNICATION Responsibilities:

- 12) develops and maintains strong relationships with sending agencies that call or visit MTI and works with the President in enhancing client development.
- 13) communicates about MTI's services effectively through a variety of marketing mediums.
- 14) builds and maintains healthy communication channels across the various teams.
- 15) passionately articulates the vision, mission and major strategies of MTI to staff, clients and external publics.

FIDUCIARY Responsibilities:

- 16) faithfully stewards the assets of the corporation.
- 17) develops and guides the systems that ensure the accurate, thorough and timely reporting of the assets of the corporation in order to foster wise decision making.
- 18) develops and maintains accurate, thorough and timely communication with donors.

MISCELLANEOUS Responsibilities:

- 19) executes all other leadership responsibilities not specifically reserved for the President, Board, Corporate Secretary or CFO.
- 20) provides the President with trust, true respect, an eye on execution, a joy in leading as a behind the scenes servant as they exhibit strong coaching & coordination skills.
- 21) receives from the President trust, frequent communication, clear decision rights and a lock on the back door.

KEY CHARACTERISTICS SOUGHT IN ALL MTI STAFF:

- A passion, commitment and calling for MTI's VISION & MISSION:

God has given MTI a VISION to participate in His desire to see cross-cultural messengers of the Gospel of Jesus Christ experience effectiveness, endurance and personal vitality.

God's MISSION for MTI is to serve mission boards, churches and other sending organizations by developing and equipping their cross-cultural workers for the furtherance of Christ's Kingdom.

- A passion, commitment and calling to work with MTI's guiding CORE VALUES:

Vitality in our Personal Relationship With God

At MTI we believe that the level of vitality in our individual relationship with God determines the level to which we will be able to fulfill our organizational mission and truly live out our core values. We therefore desire to encourage each other in keeping that vital, growing, intimate, dependent connection with God.

Team

At MTI we believe in a strong commitment to team love and unity. We know that when teams are unified and loving they are much more effective, efficient and wise. When we say "team" we mean both the large team of MTI staff and board as well as the smallest unit team.

Integrity

At MTI we believe that integrity in the ministry of equipping and developing others requires us to be practicing what we teach. We know that we will never attain perfect alignment with the ideals we teach, but we are committed to be personally growing in all areas we address in our equipping and developing of others. We have observed that our team IS the curriculum, realizing that more is caught than taught when people attend our residential programs.

Quality and Excellence

At MTI we believe in delivering the highest quality programs possible. In whatever we do, we are committed to doing it with all our heart, soul, mind and strength, knowing that we are working for the Lord. We define 'quality' as something concrete or measurable and 'excellence' as an attitude that drives our decision to deliver quality.

COO'S RESPONSE:

Is there anything that would keep you from meeting the job duties as outlined?

___ Yes ___ No

I _____ clearly understand the above responsibilities and that they are mine. If per chance I am unable to perform one or more of these responsibilities, I will immediately notify the President.

COO Signature

Date