



*MISSION TRAINING
INTERNATIONAL*

POSITION OPENING

Director of Admin & Finance

ABOUT MTI (MISSION TRAINING INTERNATIONAL)

Since 1954 MTI has been a leading global provider of pre-field training, debriefings between overseas assignments, and member care gatherings for evangelical sending agencies. With more than 35,000 alumni around the world, MTI now serves more than 1,000 cross-cultural messengers each year.

OVERVIEW

The Director of Administration and Finance will be a strategic leader who will report to the COO. The successful candidate will be a hands-on and participative leader who will develop a team to support the following areas: accounting, financials, business administration, human resources, IT, donor and participant engagement, registrations and participant experience, marketing and communications, event coordination, office services, and staff services.

The Director of Administration and Finance will play a critical role in partnering with the senior leadership in strategic planning and operations as MTI continues to enhance its quality programming and build capacity. A key part of this role is leading in the financial area.

RESPONSIBILITIES:

- **SENIOR LEADERSHIP** – works alongside the COO and 4 other directors to coordinate all the staff, systems, and services of MTI toward mission fulfillment.
- **FINANCIAL** – financial forecasting systems that ensure financial resources for major strategies.
- **ACCOUNTING** – financial tracking that yields accurate, timely and thorough transactions, records, and reports.
- **BUSINESS** – wise financial stewardship of staff, vendors, legal compliance, and the market dynamics.

QUALIFICATIONS:

- Has a relationship with Jesus Christ and who is growing in faith, character, and the knowledge of God.
- Preferred leadership experience in a ministry context.
- Mature and ethical business professional with strong organizational, leadership and management skills.
- Education: BA, or commensurate experience in Business, Finance, accounting, and an MBA preferred.
- Mastery in Excel, Quick Books, and donation software.

HIRING RANGE: \$70,000 - \$95,000

CULTURE:

We are a vibrant community at MTI, having committed to each other the daily activities of our services would be guided by our core values of loving unified teams, integrity, a relational vitality in our relationship with God, and the pursuit of quality and excellence in all our services.

TO APPLY

Qualified and interested applicants are requested to send a **resume** and **cover letter** to hr@mti.org.