

EXECUTIVE ASSISTANT

OPPORTUNITY

profile



TOGETHER, WE CAN
END GOSPEL POVERTY



Greetings

from

DR. BEV UPTON WILLIAMS, CEO

Dear Prospective Candidate,

Thank you for your interest in Haggai International as we conduct this important search for our Advancement Team. Haggai International strives to give every person the opportunity to experience the Gospel through a relationship with someone who shares their own cultural background . . . no matter where they live, or what language they speak. By God's grace, we've equipped over 125,000+ influential indigenous leaders in Africa, Asia, Latin America, and the Middle East over the last 52 years to demonstrate and present the Gospel of Jesus to people within their circles of influence.

I invite you to read this Opportunity Profile, and if you resonate with our mission and feel called to begin the discovery process with us, know of someone who might be interested, or have any questions, please contact Nina Samples at nina@peoplenetinc.com or by phone at 770-475-1361.

Thank you, again, for your interest in Haggai International and for your thoughtful prayer and consideration.

For the Gospel,

Dr. Bev Upton Williams
CHIEF EXECUTIVE OFFICER
Haggai International

THE REALITY

There are

6.3

THOUSAND
languages spoken

by the

7.6

BILLION
people our world
is home to.

Of those 7.6 billion,

2.2

BILLION
have not heard
the Gospel.

*We are a global community of leaders in **189 NATIONS** who are committed to ending Gospel poverty.*

Gospel poverty exists wherever people lack the opportunity to hear and respond to the Good News of Jesus Christ. At Haggai International, we believe that Gospel poverty is one of the great injustices in the world today. We strive to give every person the opportunity to experience the Gospel through a relationship with someone who shares their own cultural background...no matter where they live, or what language they speak.

OUR VISION IS SIMPLE

Our vision is to see every nation redeemed and transformed through the Gospel of Jesus Christ.

Only Jesus can bring true, life-changing transformation. The reality is, the world is broken, and too many people are living without the hope without the knowledge of God's love and forgiveness.

In fact, 1 in 4 individuals have never heard the Gospel.

There is only one answer — reconciliation to God and to each other through Jesus Christ. There is no shortcut, no easy way. Governments cannot bring peace. Education cannot bring salvation. Business and industry cannot bring healing. Psychology and sociology cannot bring joy. Only Jesus can bring reconciliation to the world.

OUR MISSION IS UNIQUE

Our mission is to equip and inspire strategically positioned leaders to more effectively demonstrate and present the Gospel of Jesus

Christ and to prepare others to do the same.

At the core of our mission are strategically positioned leaders who are multiplying their influence with one purpose in mind — to end Gospel poverty.

Like you, the leaders we equip believe that Jesus is the difference the world needs. Together, we believe the Gospel in action not only transforms lives but also builds thriving communities where real needs are met and where justice prevails.

OUR APPROACH IS STRATEGIC

We work with locally engaged, strategically positioned leaders who are most effective in reaching their own nations with the Gospel.

We believe:

- ▶ Strategically positioned, influential leaders are catalysts for local people experiencing life change, community transformation, and nations being redeemed.
- ▶ Leaders need equipping and encouraging to achieve exponential impact and sustainable momentum.
- ▶ Therefore, we **select, equip, and inspire** men and women leaders living in non-Western countries to impact their communities and nations with the Gospel. They do this by demonstrating and presenting Jesus in the arenas in which they work — business, government, medicine, education, and ministry. For over 52 years, we have seen that when you provide the place, the guidance, the tools, and the opportunity... God moves. Our leaders return home from our equipping, forever changed with an expanded vision to reach their nations like never before.

OUR MODEL IS CATALYTIC

We **SELECT, EQUIP, MULTIPLY, and ENCOURAGE** difference-makers all across the globe.



SELECT

Strategically positioned, influential leaders are selected to attend the Haggai Leader Experience (HLE).

Our Regional Representatives around the world select spiritually mature leaders from Africa, Asia, Latin America, and the Middle East:

- ▶ Ages 30-50
- ▶ 75% are marketplace leaders across many professions
- ▶ 25% are church planters, pastors, or ministry leaders.



EQUIP

Leaders are immersed in the life-changing, transformational Haggai Leader Experience, and equipped with tools and techniques to effectively demonstrate and present the Gospel.

- ▶ Leaders are equipped with tools and techniques to effectively demonstrate and present the Gospel by successful and internationally recognized non-Western faculty.
- ▶ Equipping occurs in four locations around the world and in four of the mostly commonly spoken languages.
- ▶ The equipping experience is a multi-week immersive process.



MULTIPLY

Haggai leaders return to their nations to live out God's expanded vision for their lives.

- ▶ The Gospel is advanced through equipped and empowered leaders as they demonstrate and present the Gospel, while preparing 100+ other leaders to do the same in their own nations.
- ▶ Though leaders are challenged to multiply by equipping 100 more, they are equipping 235 more leaders on average in the first two years alone.
- ▶ They work within their own nations and cultures, and in their own languages.



ENCOURAGE

Haggai Leaders are encouraged and supported in their ongoing work to advance the Gospel.

They experience extended learning opportunities, share best practices, and celebrate goal accomplishments through:

- ▶ Haggai Connect (password protected digital learning platform).
- ▶ Social media groups.
- ▶ Haggai Leader Summits held across the world.
- ▶ 503 self-funded and self-organizing Haggai National ministry associations that hold seminars for ongoing support in the field.
- ▶ Staff allocated to support Haggai leaders.

OVER 123,000 strategically positioned leaders have been equipped in 189 nations.

For more information about Haggai International and stories of some of the Haggai leader alumni, please visit the website: www.Haggai-International.org.

OUR Culture

Haggai International embraces high standards with regard to the following:

PERFORMANCE

- ▶ **Excellence** – Constantly strive for the highest standards, achieve continuous improvement in personal performance, optimize resources, and strive to be the “best”

RELATIONSHIPS

- ▶ **Communication** – Clear and concise, keeping others informed
- ▶ **Leadership** – Practice leadership by taking responsibility; set an example for those around them; act proactively; anticipate change; and act consistently with the vision and mission of Haggai International.
- ▶ **Teamwork** – Maintain good relationships with others; listen and provide helpful feedback; show courtesy and respect; walk in humility, empathy, and understanding; and graciously give credit to others when it is due.

- ▶ **Accountability** – Act as a steward of resources entrusted by God; take responsibility for one’s own actions; and always be open and authentic in relationships.

CHARACTER

- ▶ **Attitude** – Motivated by a determination to glorify God; exercise leadership and discipline over one’s own actions and habits of thought; fully embrace the vision of the organization; and look to the future with faith, hope, and courage.
- ▶ **Integrity** – Center one’s thinking on the highest moral principles as defined by the Bible; keep thoughts and actions consistent; and aim to fulfill the highest hopes and expectations of one’s peers.
- ▶ **Commitment** – Diligent in all responsibilities and deliver on every goal set, even if it makes demands on energy and time.



THE POSITION

Haggai International has an immediate opening for Executive Assistant to the Chief Development Officer.

THE ROLE

Executive assistant to the Chief Development Officer (CDO) will provide a variety of highly skilled administrative support activities that require confidentiality, initiative, independent judgment, strong interpersonal skills, accuracy, project management prowess, and attention to detail. The Executive Assistant will collaborate with the Advancement Team to meet strategic planning goals and help in coordinating advancement events per CDO's directives. This individual will also work closely with CDO to produce and update reports and will manage strategic initiatives assigned by CDO.

RESPONSIBILITIES

- ▶ General communication, organizational, and administrative duties.
- ▶ Arrange, transcribe, and distribute minutes of meetings.
- ▶ Make travel arrangements, schedule business appointments, and complete expense reports for the Advancement Team.
- ▶ Assist with and help manage donor recognition protocols in conjunction with the Marketing Team.
- ▶ Provide project coordination for the Advancement Team, in correspondence with the Marketing Team.
- ▶ Manage and maintain CDO calendar, agenda, and travel plans.
- ▶ Prepare expense reports for the Advancement Team.

- ▶ Assist CDO with work in the donor database.
- ▶ Interface with partners, prospects, vendors, Haggai leaders, and other stakeholders.
- ▶ Coordinate travel reservations and attendance information for out-of-town guests, events, and other special meetings as directed.
- ▶ Work closely with the foundation grants manager to assist with reports and grant proposal distribution and tracking.
- ▶ Develop working knowledge of building successful partner relationships through home/group meetings, annual meetings, and other special events.
- ▶ Establish and maintain cooperative working relationships with organizational staff, vendors, and others who come in contact with Haggai International.
- ▶ Other duties as assigned by CDO.

QUALIFICATIONS

Experienced Executive assistant with excellent people skills, strong computer knowledge, and the willingness to learn, while adaptable and flexible, as the situation requires. Ability to write well, proofread, copy and collate, listen, problem solve, think of creative and innovative ways to accomplish tasks, and maintain confidential information. Intermediate Microsoft Excel skills. Raisers Edge (RENXT) or similar donor software experience a plus.

COMPENSATION

- ▶ Salary based.
- ▶ Full Benefits as described in the Employee Handbook.

THE PROCESS *of Candidacy*

If after reading this Opportunity Profile, you sense that the gifts and experience God has given you are a good match for the mission and vision of Haggai International, we invite you to begin the inquiry process.

We handle all candidate information and conversations confidentially. You may contact Nina Samples at nina@peoplenetinc.com or by phone at 770-475-1361.

RESUMÉ

Submit a current resumé.

RESPONSES

In order to help us get a more complete picture of you and your interest in Haggai, please provide us with responses to the following questions.

1. Tell us about your faith; how you came to know Christ, something about your journey with Him, your current walk with Christ and how your relationship with Him has affected your career. Also incorporate any involvement you have had with your local church, and/or other parachurch ministries.
2. Based upon what you have learned about this position from this document and any other sources, what excites you most about this position? What is your greatest apprehension?

REFERENCES

Please also provide the names and contact information (telephone numbers and e-mail addresses) for four references who know you and your career well enough to comment on your effectiveness and suitability as the Executive Assistant for Haggai International.

(References will only be contacted after we have requested and received your permission to do so.)

Submit this information as a pdf to:

Nina Samples:

nina@peoplenetinc.com

In the subject line, please write:
"Haggai – Executive Assistant"