



Purpose: In obedient service to Jesus Christ, Global Trust Partners (GTP) multiplies faithful stewards and mobilizes peer accountability groups to build trust and grow local generous giving to God's work.

Values: Christian commitment, listening, humble service, global diversity, partnership, biblical teaching, empowerment, transparency, accountability standards, and sustained interdependence.

President/CEO – This full-time position serves God, the board and staff by orchestrating all global efforts to accomplish the GTP mission and vision with integrity to our guiding verse and values. Key duties include:

- Oversee adherence to state and federal laws, GTP by-laws and articles of incorporation
- Work with GTP board officers and members to ensure they fulfill their duties and set appropriate policies
- Map with board advisement the processes for budgeting, grant-making, and other GTP practices
- Establish procedures for GTP human and financial resource management
- Report monthly to the board, meeting one time at an international retreat and three times via zoom
- Facilitate annual international board retreat/staff prayer and discernment retreat
- Define the criteria for trust partners (peer accountability groups) and regional champions (key individuals)
- Serve as chief spokesperson, speaker, teacher, and training content creator for GTP
- Disciple GTP team members by practicing spiritual and strategic disciplines together
- Catalyze team efforts on weekly zoom meeting and empower each member to executive faithful activities
- Collaborate with regional champions quarterly to set and accomplish annual regional strategies
- Respond to inquiries from national contacts to form and grow peer accountability groups in countries
- Rally prayer and financial partnership from individual and institutional givers
- Travel (about 50%) for fulfilling responsibilities and serving the GTP team and regional champions

CFO & Strategy Catalyst – The job of this full-time staff member is to manage the financial activities and accountability processes. Key duties for this professional include:

- Manage financial activities for \$500,000+ organization (estimated 2020-2021 budget)
- Oversee outsourced bookkeeping, payroll, gift processing, giver data, and other items with Provisum
- Review GTP board policies and suggest revisions or guiding documents as needed
- Manage financial reporting, planning, and risk with insurance and related tools
- Implement budget formation and management processes for internal financial controls
- Interface with independent financial auditor and ECFA for peer accountability
- Catalyze capacity-building strategies that link individual and institutional partners with GTP's programs
- Build and nurture relationships with key people and foundations to grow major gifts / grants for GTP
- Create case statements, gift and grant proposals, and oversee all correspondence and reporting
- Craft strategies to spread GTP *Teaching* (governance, administration, fundraising, accountability, etc.)
- Manage network and partnership relationships as channels for sharing replicable *Training* program
- Strengthen peer accountability groups globally with *Teamwork* efforts (IAS, External Review, etc.)
- Create and implement strategy for resourcing networks and partnerships from the GTP *Toolbox*
- Attend monthly team zoom and monthly 1:1 zoom meeting with President
- Travel (about 10%) for interfacing with team members and attending annual retreat

Vice President of Training & Empowerment – The job of this full-time VP is to multiply the impact of GTP efforts by building relationships, doing trainings, and empowering trainers. Key duties include:

- Direct global training and empowerment efforts
- Deliver training content with proficiency in group or individual coaching sessions
- Nurture relationships with regional champions and country contacts
- Correspond with accountants, lawyers, pastors, ministry administrators and other professionals
- Discern the training and translation needs in each region and address them with trainings and translations
- Schedule training sessions, manage training and translation budgets, and write training and trip reports
- Build team of trainers and empower them deliver content online or in-person for global saturation
- Develop training feedback system and trainer certification program
- Travel (about 25%) for professional growth, relationship development, delivering trainings, and retreat

Vice President of Partnership & Communications – The job of this full-time VP is to engage a global network of givers and friends to participate in the mission and vision of GTP. Key duties include:

- Direct global partnership and communications efforts
- Write and tell stories for sharing with GTP givers and friends globally
- Build and manage relationships with GTP givers, foundations, and other potential supporters
- Correspond with and visit regional facilitators and key country contacts
- Orchestrate global prayer through regular interaction with the global network
- Build and manage website, social media, blog, email and communications content
- Expose and engage volunteers to participate with us in our mission and vision
- Host regional and global events, manage partnership and communications budgets, and write trip reports
- Travel (about 25%) for professional growth, partnership work, story gathering, hosting events, and retreat

Global Administrator – The purpose of this full-time Global Administrator is to manage the administrative responsibilities and operational processes for GTP. Key duties for this professional include:

- Plan meetings, make travel arrangements, and assist with visa applications as needed
- Monitor, screen, and respond to incoming calls and emails (mail@gtp.org / president@gtp.org)
- Maintain contact lists and use CRM for pulling queries and managing giver data on Salesforce
- File, retrieve, copy, bind, scan, and manage all manner of administrative information
- Assist CEO with expense reports, purchasing, taking minutes, and other projects as needed
- Interface with Provisum (our outsourced financial administration) and other vendors as needed
- Set up regular staff zoom meetings and quarterly board Zoom meeting (each January, April, and July)
- Assist with board meeting preparation and quarterly advance packets for reporting and documentation
- Event Logistics Coordination and Travel (about 10%) for GTP activities and staff retreat

Chief Technology Officer – The job of this volunteer is to anticipate and address the tech needs of GTP while also overseeing platform development and digital resource distribution. Key duties include:

- Direct global technology and resource efforts
- Equip GTP team with the technology they need to accomplish their tasks efficiently and effectively
- Create a scalable platform for trained trainers to access resources for global saturation
- Develop online systems for delivering and recording trainings in webinars or other formats
- Curate resources accessible with global access through secure subscription
- Set up online application process for peer accountability groups to seek grants from GTP
- Oversee cyber security measures, and manage tech and resources budget
- Travel (about 10%) for professional growth, interfacing with team members, and retreat