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P.O. Box 546 • 959 North Lakeshore Drive • Lake Junaluska, NC 28745 •  
800.482.1442

Greetings in the name of Jesus Christ our Lord

The Intentional Growth Center is prayerfully seeking a gifted, excited, and called individual to be our Director.

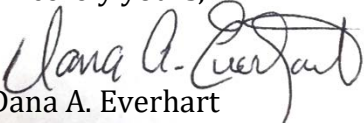
The Intentional Growth Center is a ministry of The United Methodist Church whose mission is: To increase pastoral and congregational effectiveness to make Disciples of Jesus Christ for the Transformation of the World. We seek to develop lay and clergy leaders while enhancing the efficiency of both groups. We prayerfully do this through quality training throughout the denomination.

The person chosen will have a skill set to lead us in carrying out our mission and core values with particular attention to development. We are open to laity and clergy candidates; clergy candidates may be either Deacon or Elder. The compensation has been set at \$50,000 per year with an incentive bonus at the end of the year. The compensation figure includes housing. Benefits will be provided as well.

It is the desire of the Search Team to provide our Board with quality candidates who have a passion and vision to invest their ministry with us for the future. The application deadline is September 30, 2017.

I hope to hear from you if God is calling you to this exciting ministry in our denomination.

Sincerely yours,



Dana A. Everhart

Chairperson of the Board of Directors



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[search@intentionalgrowthcenter.org](mailto:search@intentionalgrowthcenter.org)

*Increasing pastoral and congregational effectiveness in order to make disciples of Jesus Christ for the transformation of the world.*

The Executive Director is the key management leader of the Intentional Growth Center. The Executive Director is responsible for overseeing the administration, programs, finances and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

**GENERAL RESPONSIBILITIES:**

1) Board Governance: Works with board in order to fulfill the organization's mission.

- Responsible for leading the Intentional Growth Center in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of the Intentional Growth Center, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support the Intentional Growth Center's mission.

3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of the Intentional Growth Center's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that the Intentional Growth Center can successfully fulfill its Mission into the future.
- Responsible for the enhancement of the Intentional Growth Center's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible effective administration of the Intentional Growth Center operations.
- Responsible for the hiring, supervising and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

**Professional Qualifications:**

- Someone who is an ordained elder or ordained deacon, or professional lay person
- Someone with a master's degree or equivalent
- Leadership in the church and/or nonprofit
- Solid, hands-on budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey and implement the vision of IGC's strategic future to staff, board, volunteers and donors
- Extensive experience in fundraising strategies and donor relationships unique to the non-profit sector, knowledge of revenue production
- Strong written and oral communication skills, online, social media, with the excellent ability to network within the United Methodist Church and other markets with the relational ability to develop partnerships to provide programming
- Follow up research with partners to discern the effectiveness of the trainings received.

**Actual Job Responsibilities:**

1. Planning and operation of the annual budget
2. Procedures for all functions for the day-to-day operation of the non-profit.
3. Serving as the Intentional Growth Center's primary spokesperson and relationship builder to the organization's constituents, the media, the general public, the general church and other markets to strategically enhance the IGC's mission.
4. Continuing and strengthening our mutually beneficial relationship with Lake Junaluska Conference & Retreat Center
5. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase overall visibility of the organization
6. Develop and successfully implement fund raising strategies, building donor relationships and identifying new revenue streams.
7. Supervise and collaborate with the organization's staff. Oversee marketing and other communications efforts.
8. Oversee the organization's strategic planning and implementation of its mission
9. Review and approve contracts for services, review and approve the expenditures, bank, accounts receivable and accounts payable reconciliations.
10. With partners develop new programs to meet the needs of the church and to achieve IGC's mission
11. Other duties as assigned by the Board of Directors



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## GENERAL APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

Last Name	First	M.I.	Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone	Desired Salary		
Are you a citizen of the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, are you authorized to work in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Have you ever been convicted of a felony? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain:			

### EMPLOYMENT INFORMATION

Position Applying For:	Date You Can Start:
Are you employed now? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, may we inquire of your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you previously applied to the Intentional Growth Center? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when?	
Do you desire <input type="checkbox"/> Full-Time or <input type="checkbox"/> Part-Time Work? Days and Hours Available:	

### EDUCATION, TRAINING AND CHURCH INVOLVEMENT

High School	Address
From:                      To:                      Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
College	Address
From:                      To:                      Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
Other	Address
From:                      To:                      Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
List any other relevant training, certifications or coursework (include missions):	
Are you ordained? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, Elder <input type="checkbox"/> or Deacon <input type="checkbox"/> Annual Conference:	

List other job related qualifications and skills.

**MINISTRY EXPERIENCE**

Please indicate any ministry experience (Indicate Role, Dates of Service and Locations Served:

**JOB DESCRIPTION (IF ATTACHED TO APPLICATION)**

Do you have the ability to perform the job functions listed in the job description?    Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you able to perform these tasks with or without any accommodation?                    With <input type="checkbox"/> Without <input type="checkbox"/>

**REFERENCES**

Please list three professional references.

Full Name	Relationship
Company	Phone (    )
Address	
Full Name	Relationship
Company	Phone (    )
Address	
Full Name	Relationship
Company	Phone (    )
Address	

**PREVIOUS EMPLOYMENT**

Employer	Phone (    )	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		

From:	To:	Reason for Leaving
May we contact your previous supervisor for a reference?      Yes <input type="checkbox"/> No <input type="checkbox"/>		

**PREVIOUS EMPLOYMENT (continued)**

Employer	Phone (    )	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From:	To:	Reason for Leaving
May we contact your previous supervisor for a reference?      Yes <input type="checkbox"/> No <input type="checkbox"/>		
Employer	Phone (    )	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From:	To:	Reason for Leaving
May we contact your previous supervisor for a reference?      Yes <input type="checkbox"/> No <input type="checkbox"/>		

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you and all information concerning my previous employment and any pertinent information they may have personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, I am subject to the policies contained in the Intention Growth Center's Handbook and a 90-day observation period. I further understand that this application is not a contract of employment, nor a legal document, and nothing contained herein creates a contract between the Intentional Growth Center and me.

I consent to the Intentional Growth Center conducting a criminal records check, as long as the results are kept confidential. I authorize the appropriate law enforcement agency to release information pertaining to any record or file maintained on me and release said agency from any and all liability resulting from such disclosure.

<b>Signature</b>	<b>Date</b>
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Applications may be submitted to: [search@intentionalgrowthcenter.org](mailto:search@intentionalgrowthcenter.org)



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## ADDENDUM TO APPLICATION FOR EMPLOYMENT

Applicant Name:

Describe your knowledge of and involvement with the Intentional Growth Center.
What specific skills and abilities would you bring to this position?
Describe in your words the mission of IGC.
Why are you uniquely qualified for this position?
Briefly describe your understanding of the theology, mission and purpose of The United Methodist Church.
Briefly describe your own theology and faith.

Describe your knowledge and experience with Lake Junaluska Assembly. With the Southeastern Jurisdiction of the UMC.
How do you build and maintain relationships with ministry partners?
Describe your experience and knowledge of these areas:
Working with Board of Directors
Raising & generating funds (fund development)
Working with & supervising staff
What traits best describe you?
Describe briefly how you have influenced the lives and ministries of two people. What did you do? What did you learn?

Please include these completed questions with your application. Submit to [search@intentionalgrowthcenter.org](mailto:search@intentionalgrowthcenter.org).