



**UNITY WORLDWIDE MINISTRIES
JOB DESCRIPTION**

TITLE: Interim CEO/Visionary

SALARY RANGE: \$90,000 - \$110,000 per annum

REPORTS TO: UWM Board

A. GENERAL DESCRIPTION OF POSITION FUNCTIONS:

The Interim CEO/Visionary's (ICEO) primary focus is on the larger issues, opportunities, relationships, and ideas for the organization including the unfoldment of the vision, culture, brand, strategic plan with the Board of Trustees, and overall direction of UWM home office staff and members in the field, including the supervision of the day-to-day operations of the organization. The Interim CEO/Visionary works in partnership with the Leadership Team in turning the organization's strategic plan goals into an actionable plan, while having the final say and holding ultimate accountability for all decisions. The ICEO will work with individuals on the Leadership Team to give direction, support, and maintain accountability.

B. ROLES AND ACCOUNTABILITIES ACCOUNTABILITY CHART

1. **Culture:** Lead in developing an Intentional and Healthy culture. All the right people in the right seats (RPRS), who Get, Want, and have Capacity (GWC) for the work. All are actively engaged and heading in the same direction with clarity, purpose, and a total connection with the organization's vision and core values.
2. **Collaboration:** Maintains a positive working relationship with Unity World Headquarters and with Unity credentialed leaders and field ministries, cultivating opportunities for collaborative ventures whenever possible. Continually collaborates with the UWM Board, Leadership, and Staff on new initiatives and actionable items as outlined in the V/TO (Vision Traction Organizer).
3. **Operational Oversight:** Maintains an open mind and future-focused strategy with an eye on the big picture and how all aspects of the organization fit together. Keeps decisions centered on the VTO Core Values and Core Focus. Responsible for UWM remaining compliant with Support Services, Inc. (SO). Serves as a voting member of the SO.
4. **Team Management:** Managing, reviewing, and supporting the organization's Leadership Team, who implement the day-to-day business operations.
5. **Issue Resolution:** Looks for organizational issues and identifies probable solutions.

Works to simplify complicated functions, down to the core elements. Acts as Tie Breaker (within the meaning of the EOS system) for Leadership Team. Implements an EOS approach to identifying, discussing, and solving issues.

6. **Communication Facilitation:** Acts as the “face” of the organization, maintaining the brand. Takes an active role in the field by participating in Regional, YFM, and other events to further communicate between Membership and the Home Office. Cultivates strategic and forward-looking partnerships with like-minded individuals and organizations.
7. **Focus on the Metrics:** Is part of the budget-making process. Setting and tracking goals and monitoring progress through Key Performance Indicators (KPIs) and other metrics.
8. **Adaptability:** Looks ahead for opportunities and challenges. Continued dialogue with the field to ensure UWM offerings are continually improving and are the offerings needed in the field.
9. **Entrepreneurial Operating System (EOS):** Uses EOS processes and tools as the foundational structure for consistency across the organization.
10. **Onsite Presence:** Presence in the UWM offices during customary office hours, except where excused due to authorized vacation time, personal time, or UWM business.

C. RELATIONSHIP WITH BOARD OF TRUSTEES

1. Serves with the Chairperson of the Board as primary spokesperson for UWM and with professional, governmental, regulatory, and community authorities external to the organization.
2. Recommends policies to the Board and directs the implementation of policies established by the Board.
3. Works with the Board Chair to create ongoing education opportunities relating to the Board of Trustees’ effectiveness, efficiency, and competency.

D. OTHER EXPECTATIONS

1. Knowledge of and adherence to Unity teachings and core values of UWM.
2. Passionate about the mission of UWM.
3. Ability and willingness to travel.
4. Participates in mentorship and/or ongoing leadership training for personal effectiveness, efficiency, and competency development.

E. JOB PREREQUISITES

1. Experience in a senior management position, non-profit organization preferred.
2. Leadership abilities to include:
 - a. A spirit-based philosophy of leadership and a demonstrated ability to inspire effective action.
 - b. Excellent interpersonal communication skills.
 - c. Ability to think and act strategically in a manner that is mission congruent.
 - d. Ability to turn plans into effective actions with timely completion and successful results.
 - e. Experience in the use of state-of-the-art technology and modern operational development for the organization’s success.

3. A level of emotional intelligence that consistently demonstrates warmth, caring, and empathy for others while holding staff to a high degree of accountability.
4. Education: Bachelor's or Master's degree in relevant discipline or equivalent experience.

F. OTHER DUTIES

1. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.