

EXECUTIVE DIRECTOR (FULL-TIME)

Internal Job Title:	Executive Director
External Job Title:	Executive Director
Reports To:	Senior Field Vice President or East Asia Regional Director
Department:	International Field Ministry
Salaried or Hourly:	Salaried
Full or Part-Time:	Full-Time
Job Titles Supervised:	Area Director, Staff Associate, Administrator, and more.

BACKGROUND

Young Life's mission is to introduce adolescents to Jesus Christ and help them grow in their faith. Our ministries in Hong Kong include high school students, middle school students, university students (YLU), and young moms (Young *Lives*). We are prayerfully eager and expectant to expand our team!

MISSION & AUTHORITY

The Executive Director is a critical part of the Hong Kong Young Life team, holding comprehensive leadership and development responsibilities of staff, teams, systems, and programs to effectively achieve the mission's objectives of reaching Hong Kong adolescents with the Gospel and making disciples of the next generation.

RESPONSIBILITIES

Spiritual Development

- Commit to understanding God's Word and practicing spiritual disciplines, including a monthly Day of Solitude for retreat, reflection, and prayer.
- Participate in a church community and the spiritual life of the Young Life community.
- Lead ministry teams and supervised individuals in spiritual development.
- Ensure that all ministry is designed and done with a dependence on prayer that takes place out of the overflow of a personal relationship with Jesus Christ.

Leaders Development

- Cast vision for reaching "every young person" across Hong Kong.
- Cultivate a prospective list of future Young Life staff (Matthew 9:38 List).
- Recruit, interview, hire, and place staff and volunteers.
- Supervise, develop, and evaluate staff, facilitating departures when necessary.
- Participate in the implementation of a regional leadership development strategy.
- Mentor team leaders, providing resources and experiences in line with the vision.
- Cultivate relationships with key community adults (principals, pastors, parents, etc.).
- Ensure staff and leaders are trained in and execute Young Life health and safety policies.

The Five C's

- Use Young Life methods to carry out a plan for relational evangelism and discipleship:
- Contact Work (building relationships with young people): Maintain personal active ministry contact with students to be effective in this role.

- Club (regular gatherings for young people and their leaders): Oversee development of Clubs and observe and support field staff in their campus ministry, ensuring regular Club meetings for each ministry are conducted with excellence.
- Campaigners and Discipleship (small group Bible studies and one-on-one discipleship): Model excellent Young Life ministry through your own Campaigners group, ensuring the development and growth of Campaigners across the region.
- Camp (Young Life camping experience at an assigned location): Develop summer and academic year “Shared Adventure” strategies to achieve mission-wide objectives.
- Committee (volunteer adult community members serving as a board): Recruit, develop, encourage, and sustain a diverse regional advisory board to support and partner in achieving regional objectives.

Financial Management and Donor Development

- Lead the region’s development strategy, ensuring excellent partner communication.
- Coordinate and conduct quality events (banquets) which reflect Young Life’s capacity to impact young people and warrant the investment of personal and corporate resources.
- Work with regional board and development staff to identify and cultivate individual, corporate, and institutional partners (foundations, churches, etc.).

Support and Administration Development

Personal Development

- Tailor plan for personal leadership development in areas of strength, deficiencies, or needs in preparation for promotion.
- Maintain professional integrity (i.e., office hours, dress, communication, conduct, and time management as agreed upon with supervisor).
- Set and review annual strategic ministry plan and initiatives to grow the mission of Young Life in Hong Kong.

Systems

- Maintain accurate information systems (e.g., Workday, YL Connect, Salesforce, etc.).
- Ensure effective marketing, promotion, and communication processes are in place and assist in creation of marketing materials, newsletters, and communication pieces.
- Participate in the development and execution of an area communication strategy.

Administration

- Supervise administrative suite to ensure compliance with all local laws and authorities regarding tax, insurance, accounting, audit, and donor relations.
- Interface with mission-wide offices to facilitate communication and implementation of all Young Life leadership initiatives, policies, and procedures.
- Manage finances and adhere to budgeting guidelines with stewardship, accountability, and transparency using mission-wide applications.

Training and Other Assignments

- Participate and contribute to relevant Young Life training as required within the Region of Hong Kong, Asia Pacific Division, and periodically in the USA.
- Complete any training that is supervised SVP designed to develop and strengthen executive leadership capability and personal discipleship.
- As assigned, participate in camp assignments in the US, internationally, and/or locally.
- Implement and support Divisional and mission-wide initiatives and as directed, engage in divisional events, trainings, fundraising projects, etc.

Working Conditions

- Flexible and variable, irregular hours and locations.

Note: *This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.*

QUALIFICATIONS

- Commitment to a vital, growing relationship with Christ.
 - Grasps the idea of “relational ministry” and earning the right to be heard.
 - Ability to clearly communicate the Gospel and train others accordingly.
 - Ability to clearly communicate Young Life’s mission and the vision for Hong Kong.
 - Understand the unique issues faced by adolescents in Hong Kong.
 - Master’s degree or equivalent is required.
 - 5-10 years in related ministry leadership with proven leadership development record.
 - Proven relational skills with adolescents and adults across cross-cultural networks.
 - Ability to recruit, motivate, and inspire team members.
 - Visionary leader capable of recruiting and building teams of stakeholders.
 - Strong character and principled leader.
 - Strong drive and entrepreneurial spirit, with excellent time management skills.
 - Creative and innovative.
 - Strong verbal and written communication skills.
 - Proven decision-making and critical thinking.
 - Ability to maintain confidentiality.
 - Ability to travel as the job requires.
 - English (Required), Cantonese and/or Mandarin (Preferred).
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BENEFITS

- Salary and benefits in line with education, experience, and responsibilities.
 - Mandatory Providential Fund (MPF) as required by government regulations.
 - Participation in our Paid Time Off Policy, Healthcare Policy, and Counselling Policy.
 - Phone and transportation reimbursement alongside ministry spending allowance.
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ESSENTIAL PREREQUISITES FOR ALL STAFF MEMBERS (FROM YOUNG LIFE'S BYLAWS – ARTICLE VII)

"Because of Young Life's exclusive Christian purposes of evangelism and discipleship as set forth in its Articles of Incorporation and in these Bylaws, and to reflect what has always been and will continue to be the position of Young Life, specifically the Christian belief that each and every employee and volunteer of the corporation should minister as a servant of God with the primary responsibility of proclaiming the gospel of Jesus Christ and, as such, is an integral part of the Christian mission and ministry of the corporation, Young Life shall only employ individuals or enlist volunteer leaders who: (a) profess a belief in Jesus Christ as their personal Savior and Lord; and (b) subscribe to the statements and policies required of all Young Life staff, including the [Young Life Statement of Faith](#). Therefore, employees and volunteers of Young Life, during working and nonworking hours, shall: (i) be ready, willing and able to fulfill such ministry functions as may be required by the organization; (ii) refrain from conduct and statements that detract from the biblical standards taught and supported by Young Life, and (iii) abide by all policies and practices of Young Life including, without limitations, those related to religious belief or ministry activities."

I have read the above job description, believe I can perform the job, and would like to continue with the application process.

Candidate's Name: _____

Date: _____

Candidate's Signature: _____