

# **Job Description: Baptist Resources Ltd, Chief Executive Officer (CEO)**

**Reports to:** Baptist Resources Ltd (BRL) Board of Directors.

**Location:** Christchurch, New Zealand

**Purpose of BRL:** BRL is a charitable company owned by the Baptist Union on behalf of the Upper South Baptist Association. It provides financial administration, governance support, property development and management, and leadership consulting, enabling churches to focus on their core mission. BRL has approximately \$8m of assets under management comprised of two camp facilities, work in progress on current developments and capital held to underpin future developments. BRL seeks to empower churches and trusts across the Upper South Island to operate effectively, generate income, and enhance their ministries for the future.

**Purpose of Role:** The Chief Executive Officer of Baptist Resources Limited (BRL) is responsible for the overall strategic leadership, operational performance, and its sustainability ensuring adherence to all legal and ethical obligations under NZ Law.

## **Key Functions and Responsibilities**

### **1. Strategic Leadership & Vision**

- Work alongside the Board to develop and implement long-term strategic plans and business plans.
- Ensure the organisation's mission and kaupapa drive all operational activities.
- Build new and strengthen existing relationships with Baptist church leaders and other partners.
- Identify opportunities for organisational growth, service development, and increased social impact.

### **2. Board Relations & Governance**

- Develop a "no surprises" partnership with the Board, providing timely, accurate, and transparent reports.
- Assist the Board to govern effectively, including ensuring compliance with relevant legislation.
- Responsible for preparing board papers and attending Board meetings.
- Support Board recruitment and induction.

### **3. Financial Stewardship & Sustainability**

- Develop and manage the annual budget, ensuring financial sustainability and prudent stewardship of funds.
- Grow and diversify the company in alignment with BRL Strategic Plan.
- Maintaining robust financial controls and accountability frameworks and maintain the trust of Baptist Churches and the public.

#### 4. Operational Leadership & People Management

- Lead, inspire and develop a high-performing team of staff.
- Create a positive, safe, and collaborative culture.
- Ensure compliance with NZ employment legislation, health and safety regulations, and other relevant legal frameworks.

#### 5. Stakeholder Engagement

- Build strong relationships with churches in close collaboration with leaders of the Upper South Baptist Association and the Baptist Union.
- Be the public face and primary spokesperson for the organization with relevant government and key partners.

#### 6. Te Tiriti o Waitangi Compliance

- Lead the organization to understand, honour, and implement its commitment to Te Tiriti o Waitangi through good bicultural practice.

#### Person Specification (Qualifications & Experience)

- **Leadership:** Strong leadership skills with proven ability in building strong relationships with a wide range of stakeholders, inspire, manage change, team development and foster a collaborative culture.
- **Experience:** Proven experience in a senior leadership role (CEO, General Manager, or similar) .
- **Stakeholder Knowledge:** Knowledge of the Baptist/Church Sector.
- **Management :** Expertise in Property and Asset Management.
- **Financial Acumen:** Demonstrated success in financial management and budgeting.
- **Governance Knowledge:** Strong understanding of best practices in Board governance.
- **Cultural Competence:** A commitment to Te Tiriti o Waitangi.

#### Key Competencies

- **Strategic Thinking:** Ability to turn a vision into practical outcomes.
- **Business Development:** Ability to grow sustain the company in new areas of business in the Upper South region and beyond.
- **Communication:** Excellent relationship building skills, client management, negotiation, public speaking and writing skills.
- **Values-Driven:** High integrity and commitment to social impact and to the Christian ethos and mission of the organization.