

Lamplighter Ministries International, Inc.

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BRIEF SUMMARY OF RESPONSIBILITIES AND PHILOSOPHY FOR THE POSITION OF GENERAL MANAGER OF LAMPLIGHTER MINISTRIES

While the president sets the vision and the direction of the organization, the GENERAL MANAGER is responsible to translate that “vision” practically and purposefully. He/She will do that by creating a culture that will translate vision into practical, strategic, and measureable tasks performed by team members to achieve and exceed expectations. Through the filter of the mission and values, the GENERAL MANAGER will help build the team, set priorities, build on the current infrastructure, organize the work, delegate, and measure and report the results. The GENERAL MANAGER will ensure that the President can focus on those elements of the ministry that are vital to its mission without the distraction of the day to day tactics that could absorb his time and prevent/divert his focus from creative projects, or development activities that are vital to the growth of the ministry.

KEY RESPONSIBILITIES

The General Manager will provide leadership and direction to multiple functions in the ministry. Key Responsibilities Include:

- Establishing and Reinforcing the Organization’s “Culture” of Excellence
- Operations
- Sales and Marketing
- Existing customers
- New customers
- Existing products
- New products
- Existing markets
- New markets
- Finance (able to generate revenue)
- Human Resources
- Ensures IT/Systems are up-to-date and functional
- Facilities Management
- Staff Training

GENERAL MANAGER Key Qualities

The GENERAL MANAGER for Lamplighter Ministries:

- Is skilled in strategic business operations,
- Is knowledgeable in operation systems (computer, software, technology),
- Able to spot and cultivate talent
- Able to place talent in positions that will result in efficient and joyful productivity
- Is passionate about the organizational mission, vision, and values
- Is keenly focused upon the Lamplighter's staff's well being, spiritual and vocational growth, and productivity.
- Is a servant-leader who believes that he works for those who work for him.

ESSENTIAL QUALITIES

- Trust relationship with president and staff
- Organizational and management skills; can build systems
- Able to clearly define goals that translate into individual tasks
- Demonstration of humility
- Word centered; the Word of God hidden in heart as a discipline
- Willingness to admit wrong, teachable, good listener, able to embrace correction
- Enjoys working with president and staff
- Understands the imbalance of working sacrificially and the needed time to rest and restore (Mark 3:20, 21)

BIBLICAL THEOLOGICAL LEADERSHIP

Competencies

Commitment to Excellence:

Proverbs 22:29 – Show me a man diligent in his work and he will stand before kings, not before obscure men.

Management:

I Peter 5:2,3 – Shepherd the flock of God that is among you, exercising oversight, not under compulsion, but willingly, as God would have you; not for shameful gain, but eagerly; not domineering over those in your charge, but being examples to the flock.

Discernment and Discipleship:

Proverbs 20:5 – Counsel in the heart of man is like deep water; but a man of understanding will draw it out.

Not monetarily motivated:

I Timothy 6:10-12 – But those who desire to be rich fall into temptation, into a snare, into many senseless and harmful desires that plunge people into ruin and destruction. For the love of money is a root of all kinds of evils. It is through this craving that some have wandered away from the faith and pierced themselves with many pangs. But as for you, O man of God, flee these things. Pursue righteousness, godliness, faith, love, steadfastness, gentleness. Fight the good fight of the faith. Take hold of the eternal life to which you were called and about which you made the good confession in the presence of many witnesses.

Strategic mindset:

I Chronicles 12:32 – *Of Issachar, men who had understanding of the times, to know what Israel ought to do, 200 chiefs, and all their kinsmen under their command.*

Developing organizational capability with a heart and passion to serve:

Exodus chapters 33-36

Experience

2 Peter 1:1-11

Leading a complex organization and diverse set of functions

Leading at different stages of organization development

Personal Attributes/Character

Competencies

Possessing a commitment for creative excellence that inspires a desire to know God intimately, proclaim Him passionately, enjoy Him infinitely.

Integrity

Passion

Highly organized with high standards of excellence and aspirations

Adaptability

Life-long learner

Exceptional Communication Skills

Faith/Courage

Passion for Jesus and the Gospel Message

Business Acumen & Technical Skills and Qualifications

Competencies

Experience in Multiple Functions (Operational/Finance/HR) disciplines

Staff and Customer Focus

Financial acumen

Smart growth orientation

Pragmatic and operational focus with an eternal perspective

Experience

Educational qualifications

Several years of varied professional experience, productivity, and measured results

A strong personal testimony and blameless walk with the Lord

DEFINITION OF COMPETENCIES

What Do We Mean by Leadership Competencies?

<p>Commitment to excellence: Strives to surpass expectations; courage to prioritize to stay focused on the right things; takes initiative; high expectations of others; continually seeks to learn from experience to improve future outcomes; results oriented, but for all stakeholders.</p>	<p>Strategic mindset: Able to apply an enterprise-wide view of issues, opportunities and activities. Can lead a team to obtain environmental and market information to identify opportunities as a specialist company. Can assess organizational capabilities against the needs of the strategic vision. Able to translate this into specific objectives and actions so the team can commit to a course of action to accomplish their long-range goals based on logical assumptions, facts, available resources, constraints, and organizational values.</p>		<p>Developing organizational capability: Assesses the business plans for the processes, technology, analytics and people needed for successful execution, and puts plans in place to build or acquire them.</p>
<p>Team leadership: Creates a climate that encourages commitment to a common vision and values; give people the opportunity to grow and achieve; promote teamwork within their own team</p>	<p>Developing talent: Track record of attracting, developing, and retaining talented individuals; creating the climate, processes and incentives that promotes the growth of associates</p>	<p>Change management: Takes a thoughtful and systematic approach to driving change across the organization or marketplace; addresses change resistance effectively; manages complexity, contradictions, and paradoxes in a volatile, uncertain, complex and ambiguous world</p>	<p>Collaboration: Uses appropriate interpersonal styles and communication methods to influence and build effective relationships with business partners (e.g., peers, functional partners, external vendors, and alliance partners).</p>

What Do We Mean By “Personal Attributes/Character Competencies?”

<p>Integrity: Interacting with others in a way that gives them confidence in one’s intentions and those of the organization; maintains high standards of fairness, honesty, & accountability; behaves consistently with stated beliefs and commitments; establishes expectations and accountability for the integrity of others on the business team; behaves consistently day to day; treats others with respect.</p>	<p>Heart: Empathetic, shows an awareness of and appreciation for another’s experience when interacting or making business decisions with people impact; seeks out, respects and values different perspectives & experiences; is committed to positively impact our communities around the country;.</p>	<p>High Aspirations: Driven by the desire to succeed; goal-centered; strong need to lead the organization; need for prestige and recognition; desire for advancement & influence; importance of financial rewards</p>	<p>Adaptability: Maintains a calm, positive outlook when experiencing major changes; ability to adjust effectively to work with ambiguity or new circumstances to continue pursuit of key goals; copes with politics well; adapts leadership role to best suit the situation, team or individual.</p>
<p>Life-Long Learner: Values, demonstrates and promotes learning from experience; a realistic view of own strengths & weaknesses; able to re-think through problems from a fresh point of view; is comfortable with complexity, ambiguity, and explaining their thinking to others; intellectually curious & a continuous learner.</p>	<p>Communication: Recognizes the importance of a plan for organizational communications; leads meetings well; presents with influence through clear structure & effective delivery; handles questions effectively whether from distributors, the press, regulators, shareholders, analysis or employees.</p>	<p>Courage: The self-confidence to make decisions in a timely fashion even when consequences may be unpleasant; willing to publicly “take a stand” on issues that are morally, socially, spiritually, and relationally essential. Committed to speaking the truth in love to staff when correction is needed.</p>	<p>Influencing skills: Develops stakeholder acceptance for new ideas throughout the organization; effectively explores alternatives and positions to reach outcomes that gain the support and acceptance of all parties; skillful, tough-minded negotiator.</p>

THEOLOGICAL ESSENTIALS

“Moreover it is required in stewards, that a man be found faithful.” I Corinthians 4:2

The leadership of Lamplighter Ministries must be Word governed (Josh 1:8,9; Psalm 1; 1 Corinthians 10:5,6). Each branch, goal, and decision is governed by the Word of God and lived out by faith (Hebrews 4:2). In the OT, the children of Israel had a knowledge of the Word of God but because it was not mixed with faith, it did not profit them (Hebrews 4:2; 5:11-14). Everything we do is filtered through our mission of *Making ready a people prepared for the Lord by building Christlike character, one story at a time*. Our educational branch, *The Guild*, is governed by the mission and expressed as *A Renaissance of creative excellence that inspires one to know God intimately and proclaim him passionately*. The theology behind these missions is found in Malachi 4:6; Luke 1:17; Exodus chapters 33-36; Proverbs 22:29; 2 Peter 1; 2 Timothy 2; Hebrews 4:2, 5:11-14; 2 Corinthians 9:6-15; 10:4-6.