



Hawaii Pacific Baptist Convention

Job Description: Interim Executive Director-Treasurer of the Hawaii Pacific Baptist Convention

Recruited by: HPBC Executive Board Officers

Recommended by: HPBC Administrative Committee

Approved by: HPBC Executive Board

Reports to: HPBC Administrative Committee

Objective:

The Interim Executive Director-Treasurer (I-EDT) is responsible for overseeing convention personnel and operations, as well as assessing the current direction of our convention, and our convention staff, and making those recommendations available to the HPBC Executive Board.

Duties and responsibilities:

1. **Organizational Mission and Strategy:** Works with the HPBC Executive Board and convention personnel to ensure that the Great Commission is fulfilled through HPBC's staff and initiatives in cooperation with the purpose of the HPBC.
2. **Reporting Financial Resources:** Responsible for reporting quarterly financial statements of all HPBC accounts to the Executive Board which accurately reflect the financial condition of the organization and operate convention activity within the approved budget.
3. **Organization Operations:** Oversees all convention personnel, activities, and daily operations.
4. **Board Collaboration:** Works with the Executive Board in order to fulfill the organization purpose, ensure non-profit compliance, and communicate in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.



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/hawaiibaptist

Qualifications:

- Individuals must demonstrate a clear testimony of faith and a passionate devotion to Christ and His church.
- Candidates must be in general agreement with the current or historic Baptist Faith and Message and demonstrate Christ-like character, and must meet the spiritual, personal and character qualifications in accordance with I Timothy 3 and have historic connections with the SBC.

Direct reports:

- Assistant Executive Director (Assist)
- Assistant Executive Director (Advance)
- Assistant Executive Director of Business and Finance

Weekly Hour Requirement: up to 20 hours per week

Compensation: To be discussed and determined based on experience and qualifications.