Opportunity Profile

Chief Financial Officer

“Spreading the Good News”
**Organization Overview**

Changing lives for more than 100 years.

The Gideons International is an interdenominational association of Christian business and professional men who are members of Protestant/evangelical churches. Our members are dedicated to winning the lost through personal witnessing and the distribution of God’s Word in more than 190 countries around the world.

The majority of Gideons live and serve in their local communities, making us very effective and efficient because . . .

- They know the local language and customs.
- They know where the hotels, schools, prisons, hospitals and other locations where Bibles and New Testaments need to be distributed are located.
- Sometimes, we're able to establish local groups of Gideons in countries where traditional missionaries aren't allowed to go.

For more information, see [www.gideons.org](http://www.gideons.org)

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**Spiritual & Personal Requirements**

**(For a Christ-Centered Career)**

The Gideons International is united by a passion for sharing the gospel and the distribution of God’s Word. In order to achieve our mission of winning the lost for Christ, we seek skilled, called and passionate candidates who:

- Believe in the Bible as the inspired (inerrant and infallible) Word of God
- Believe in the Lord Jesus Christ as the eternal Son of God
- Have received Him as their personal Savior
- Endeavor to follow Him in their daily lives
- Believe in the endless lake of fire for the unsaved
- Are members in good standing of an evangelical or protestant church, congregation or assembly

*Employment is conditional upon an employee’s continued compliance with these standards and beliefs.*
The Gideons International Headquarters Overview

We offer you the opportunity to put your passion and your education to use. Our goal is to attract and develop Skilled, Called and Passionate people to impact Camps, Nations and Generations for Christ. We want to attract immensely creative employees with an ability to inspire our membership.

Our People Strategy

We believe in a people strategy to be the fundamental driver of our organization.

While we can never reach a perfect organizational model, we can certainly strive towards it in our daily efforts and mission. With that vision comes a focus of key initiatives we are working on, listed here, with the indicators of what it should look like as we approach:

Shared Direction: A collective understanding of what the organization stands for, where it is going and how we will get there. Indicators: A clear inspiring vision, Well-executed strategies, Clear aligned goals.

Authentic Values: Deeply held principles guiding all decisions and relationships and reflected in the conduct of everyone at all times. Indicators: High levels of trust and communications, Uncompromising integrity and ethics, socially responsible practices.

Productive Relationships: Open, collaborative relationships that recognize and honor the commitments that people make to themselves, each other, their work and the organization. Indicators: Respect for all individuals, Effective problem solving and decision-making, Clear accountability, Effective teamwork at all levels.

Liberating Processes: Flexible structures, processes and technologies that allow people to do their best work and to collaborate effectively across boundaries. Indicators: Clear organizational design, Collective knowledge, The right tools and technologies, The right people for the right jobs.

Outcome Learning: Results-focused learning that strengthens individual and organizational capacity to cope with the present and define the future. Indicators: Continuous teaching and learning, Effective knowledge and skills development, Leadership development at all levels.

Motivating Metrics: Fair, meaningful performance requirements, measure and rewards that reinforce high performance and manage poor performance. Indicators: Clear and energizing performance requirements, relevant work measures, Differentiated rewards.
**The Mission**  
*Why We Exist*

Our Mission is to win others for the Lord Jesus Christ, through:
- The association of Christian business and professional men for service
- Personal testimony and personal work by individual Gideons
- Placing the Bible – God’s Holy Word – or portions thereof, in hotels, hospitals, schools, institutions, and also through distribution of same for personal use.

**The Vision**  
*What We Want to Be*

To develop a culture of excellence both corporately and personally throughout the worldwide ministry where achievement, commitment, and effort is the benchmark.

**Our Values**  
*How We Will Accomplish this Mission*

Our Core Values are the tools we use and the behaviors we exhibit as employees of The Gideons International. They describe how we work together to achieve this special place we’re developing and how they make us uniquely successful.

We are united by a passion for sharing the gospel and the distribution of God’s Word. Our desire is to develop a compelling environment founded on Christ-like integrity through Open Communication, Mutual Accountability, Creative Thinking (Innovation), Trust & Respect for the individual. In doing so, we will cultivate the opportunity for each individual to reach their full potential, using their God given gifts and talents in an atmosphere where every person is valued and respected.

**Creative Thinking (Innovation)** “Let this mind be in you which was also in Christ Jesus.” Phil. 2:5
We will manage ideas so they become practice. We will work to possess an understanding of the creative process. We will seek out and implement new processes to drive progress.

**Mutual Accountability** “Let each of you look out not only for his own interests, but also the interests of others.” Phil. 2:4
We will follow through and deliver on our commitments. We will coach each other and hold each other accountable. We will share a sense of urgency and take appropriate action in difficult situations. We understand that being accountable means taking responsibility for your work, your actions and for you.

**Open Communication** “But, speaking the truth in love, may [we] grow up in all things into Him who is the head – Christ.” Eph. 4:15
We feel free and we’re able to effectively express ideas to others regardless of position. We are capable of giving and receiving feedback while remaining logical and receptive. We are committed to the “Go Direct” Principle to preempt and resolve issues.

**Trust, Value & Respect for the Individual** “Let nothing be done through selfish ambition or conceit, but in lowliness of mind let each esteem others better than himself.” Phil. 2:3
We will value every individual for his or her contribution. We will ask for and allow people to openly express their thoughts and opinions. We will not just tolerate, but openly embrace and understand the richness of our differences. We will implement the ground rules of trust with all those with whom we interact.
Chief Financial Officer Profile

The Position

The Gideons International is searching for an executive-level Chief Financial Officer to provide overall direction and leadership for the Finance & Accounting and Donor Development divisions based in its’ Nashville, Tennessee International Headquarters. This position will oversee all financial policies, procedures, planning, reporting, compliance, internal controls and donor development for ministry-wide operations, including all domestic and the majority of international entities.

The CFO will report directly to the Executive Director and will also establish effective partnerships with our International Cabinet, Executive Committee, Finance Committee and Senior Leadership Team to develop and implement successful financial strategies impacting our organization with an operating budget in excess of $120 million.

This position will provide senior management oversight of the Finance & Accounting and Donor Development divisions which include: Financial Reporting, Budgeting, Accounts Payable, Payroll, Purchasing, Accounts Receivable, Cost Accounting, Risk Management and non-cash gifts, Major Donors; as well as, oversight of the Tax and Internal Audit Processes.

Key Characteristics of the Ideal Chief Financial Officer

- **Spiritually Mature** – This person will have a solid, visible relationship with Christ which is evidenced by a heart for God, which then translates into a genuine, deep love for others and a concern that others also know Jesus Christ as their Savior. The fruits of the leader’s faith will show in attitude, time, dedication, character, church involvement, energy, and wisdom.

- **Experience in Financial Management** – The successful candidate should have 12-15 years of broad finance experience with at least 7 years in the senior financial management role, partnering with Executive staff, resulting in the development and implementation of creative financial management strategies. The successful candidate should also possess a Bachelor’s degree or higher in accounting, finance, business, or related field. We prefer that the successful candidate have their CPA license and extensive experience in financial planning and business management with a track record of achieving strategic financial objectives. 10-12 years of experience as a CFO is ideal. If coming from the for-profit sector, nonprofit board exposure is preferred.

- **Gideon** – We prefer that the successful candidate be a Gideon Member in good standing with State Leadership Experience.

- **Career Accomplishments & Ministry Passion** - Having already reached significant career accomplishments, the right person will not be daunted by the large task facing him at The Gideons International. Instead, The Gideons International vision will be irresistible to the right person. Besides people skills, organizational and communication abilities that are truly remarkable, this person will be excellent at vision-casting in a manner that inspires others, particularly major donors and those with financial responsibility for the ministry.
Expectations of the Chief Financial Officer

- Maintains a personal relationship with Jesus Christ. Is a consistent witness for Jesus Christ, maintains a courteous, Christ-like attitude in dealing with people within and outside of The Gideons International, and faithfully upholds The Gideons International’s ministry in prayer.

- Act as the primary strategist for the Association’s financial management to optimize the handling of bank relationships. Initiates appropriate strategies to enhance cash position.

- Responsible for the development of a capital structure that fuels the Association’s growth.

- Supervise investment of funds; works with banks and/or investment bankers or Major Donors to raise additional capital as required for growth.

- Develop new business, specifically: working with Executive Director, COO and Development personnel to identify new funding opportunities.

- Plan, develop, organize, implement, direct and evaluate the organization’s fiscal function and performance.

- Participates in the development of the corporation’s short-term and long-term plans and programs as a strategic partner.

- Evaluates and advises on the impact of long-range planning, introduction of new programs/strategies and regulatory action.

- In conjunction with Finance Manager, provides timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Executive Director in performing his responsibilities.

- Ensures that adequate internal controls are installed and that substantiating documentation is approved and available so all purchases may pass independent and other audits.

- Arrange annual audit, as approved by the Finance Committee, while overseeing the coordination of activities between independent auditors. Ensure that the audit issues are resolved and compliance issues are met along with the preparation of the annual financial statements with the USA GAAP schedules and information.

- Provides strategic financial input and leadership on decision-making issues affecting the Association; i.e., evaluation of investments, handling of cash thresholds; ensuring the long-term health of the Association.

- Advises and negotiates from the financial perspective on any contracts into which the Association may enter.
• Evaluates the finance department structure and team for continual improvement of the efficiency and effectiveness of the group as well as providing individuals with professional and personal growth.

• Directs the preparation of financial reports, including revenue/expense and balance sheet reports, reports to funding agencies, reports to the Executive Director, tax returns, reports for government regulatory agencies, development and monitoring of the organizational budgets.

• Available to attend all Finance Committee meetings and either lead or intentionally delegate audit and Finance Committee initiatives.

• Serve as the overseer of the administration and the financial reporting of the organization’s retirement plans and other benefit plans.

• Lead preparation and review of Governance, Management & Disclosure Policies to ensure compliance with IRS requirements for 501(c)(3) organization.

• Visit domestic and international ministry locations to keep apprised of their operations, financial concerns and risk exposures.

• Keep informed of government actions that influence ministry operations and participate with support organizations to protect the interests of The Gideons International.

• Performs other duties as assigned.
Process of Candidacy

If after reading this Opportunity Profile, you sense the gifts and experience God has given you are a good initial match for The Gideons International, we invite you to begin the “Expression of Interest” process. We handle all candidate information and conversations confidentially. You may contact Chad Carter at any stage of the process to get more information and to ask questions. (Contact information is below.)

Please provide the following documents and responses for review:
- A current resume
- Responses to the following questions:
  1. Using what you have learned about The Gideons International from the Gideons website, this Opportunity Profile, and any other research you chose to conduct, describe how your life and career have prepared you to serve The Gideons International as the Chief Financial Officer?
  2. Why is this the right time for you to serve in this role? Are you willing to “Count the Cost” to serve in such a role and why?
  3. Describe your faith in Christ. Tell us how you came to know the Lord, something about your journey with Him, your current walk and how your relationship with Him has affected your career. What factors or habits are currently contributing to the vitality of your daily walk of faith?
  4. What are the offices you have held as a Gideon and for what duration?
  5. What is your view of Scripture and how does your view of Scripture impact your daily decision making, personally and professionally?
  6. Have you ever filed bankruptcy or for general protection from your creditors?
  7. Do you have experience leading a team of people? Please explain.
  8. Please share your personal as well as your work related goals (needs, wants, desires, hopes, expectations, dreams).
  9. Provide the names and contact information (telephone numbers and e-mail addresses) for four references who know you and your career well enough to comment on your suitability for the Chief Financial Officer position. (References will only be contacted after we have requested and received your permission to do so.)

The search will be conducted in a very thoughtful, thorough and consistent manner, with a conscious effort to preserve the confidentiality of all candidates. The search committee is committed to offering each potential candidate the same consideration throughout the process.

Ideally, the new Chief Financial Officer will be chosen in May 2012.

Submit this information in Microsoft Word (.doc) format to:
Chad Carter
The Gideons International
carter@gideons.org
Phone: (615) 564-5122

In the subject line of the email, please write “Chief Financial Officer”