

Job Title	Chief Executive Officer (CEO)
Department	Headquarters, Office of the CEO
Reports to	HQ Board of Directors
Oversees	All senior and executive-level positions
Position Level	Level 6: Top-level leadership of organizational direction, priorities, objectives, outcomes, budget, and all direct reports.
Position Location	Grand Rapids, Michigan
Start Date	January 2027
Status	Exempt, Regular, Full-time
Qualification Level Required	Median - Maximum: Candidate is a top performer who strongly exceeds the requirements for the position and whose next step would be a promotion or job change. Has qualifications/education and 6+ years of experience in the field (emergency humanitarian aid, sustainable development, service-oriented church missions), and has 10 or more years of experience in the same or a similar position with proof of meeting or exceeding similar position expectations.
Salary Range	US Office, Level 6
Benefits Eligibility	US Office Benefits Addendum
Travel Required	Significant travel required for global operations and fundraising. Approx. one week per month on average.

Position Summary	The CEO is commissioned to embody the organization's vision, mission, culture, and values while directing overall strategic and operational activities. Operating within a shared leadership model, the CEO serves as a standard-bearer for Partners Relief & Development's organizational identity. Leading with humility
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	and collaborative engagement, ensuring all efforts are executed with excellence across program and organizational activities, while ensuring the organization's grassroots heart is protected during growth
Essential Functions	Vision, Culture & Leadership • Embody Organizational Identity: Serve as the primary champion of the organization's vision and mission, ensuring that core values and organizational culture are integrated into every level of staff activity and program delivery. • Strategic Stewardship: Recommend timelines and resources needed to achieve long-term strategic goals while maintaining rigorous operational evaluation. • Team Development: Lead, coach, and retain a high-performance senior management team, fostering a culture of mutual respect, excellence, and shared purpose. • Board Partnership: Support a strong Board of Directors, serving as ex-officio on committees and building involvement in strategic direction. • Program Excellence: Ensure ongoing programmatic excellence, rigorous operations evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals • Relationship Building: Establish and deepen relationships with funders, political leaders, and community stakeholders at each program and office location. • Promotion: Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand. • Collaborative Leadership: Lead through confident humility, valuing the team's local insights and depth of experience.

	• Holistic Care: Prioritize the well-being and mutual care of the global staff, recognizing the high-stress nature of relief and development work. • Risk Stewardship: Model a healthy risk appetite, making courageous decisions for the sake of vulnerable communities while maintaining organizational trust. Fundraising & Sustainability • Revenue Generation: Expand revenue-generating and fundraising activities to support existing operations and regional expansion. • Resource Management: Ensure consistent quality of finance, administration, and systems to ensure long-term organizational health.
Other Functions	Attend staff meetings and organizational gatherings as requested.

Position Requirements	Mission Alignment: Ability to work within a Christian framework with deep sensitivity to various religious expressions and diverse global cultures. Capable of engaging donors and church partners. Leader with a deeply inclusive, non-coercive approach that respects the diverse faiths of staff and the communities served. Proven Leadership: Demonstrated ability to lead complex organizations with a "big picture" perspective. Cultural Competency: Understanding of different cultures, relational and community-oriented approaches. Communication Excellence: Strong public speaking, teaching, and writing skills, with the ability to act as an external presence for the organization.
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	Analytical Skills: Expert problem-solving, budgeting, and financial management capabilities. Integrity: Ability to work in an honest manner, maintaining strict confidentiality and ethical standards.
Preferred Qualifications	Has qualifications/education and 6+ years of experience in the field (emergency humanitarian aid, sustainable development, service-oriented church missions), and has 10 or more years of experience in the same or a similar position with proof of meeting or exceeding similar position expectations. Other languages are a plus.
Position Physical Requirements	This position will often require sitting for long periods of time, more than 1 hour, moving about the office to access documents or work-related items, using office equipment such as computers, printers, etc, hearing and speaking, and traveling in standard transportation such as planes, cars, trains, etc.

Disclaimer

- This job description is not intended as a contract and is subject to change at any time.
- Nothing in this job description restricts the Board of Directors' right to assign or reassign duties and responsibilities to this job at any time.
- This description reflects essential functions; it does not prescribe or restrict the tasks that may be assigned.