

CHURCH AT VIERA

Job Description Form



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Job Title: Executive Director of Impact	
Reports To: Executive Pastor	Date Approved: 10.20.2026
Type of Position:	☒ Full-time ☐ Part-time ☐ Intern ☒ Exempt ☐ Nonexempt

PURPOSE OF POSITION

The Executive Director of Impact leads Church at Viera's (CAV) missions and outreach ministries — **Global Impact**, **Local Impact**, and **CAV Cares** — so every person at CAV has a clear next step to serve, give, go, and be sent. This role sets Impact's strategy, builds and stewards ministry partnerships, leads Impact staff and volunteer teams, and ensures missions resources are used wisely and produce lasting fruit. Serving on the Executive Team, this leader is CAV's primary champion for Impact, caring for three audiences: Brevard County, CAV's Global Partners worldwide, and CAV families facing financial crisis.

SCOPE OF ROLE

- **Direct Reports:** Local Impact Coordinator, Global Impact Associate Director
- **Volunteer Leadership:** Global & Local Impact Leadership Teams, short-term trip leaders, CAV Cares volunteers
- **Budget Oversight:** Partner support, short-term trips, Serve 321, and CAV Cares benevolence funds
- **Partnerships:** 6 Global Partners; 12 Local Partners and Affiliates
- **Decision Authority:** Approves expenses and benevolence requests within approved budget and policy; recommends new partnerships, transitions, and budget changes to the Executive Pastor
- **Travel:** ~15% (6–8 weeks/year), including international travel

JOB RESPONSIBILITIES

Global Impact: Develop, guide, and grow CAV's North American and international partnerships.

- Identify, vet, and recommend new Global Partners using clear criteria (theological alignment, local leadership, financial accountability, sustainability, strategic fit)
- Review each partnership annually; lead honoring transitions when a partnership's season ends
- Oversee the full short-term trip ministry — trip selection, leader development, applications, training, fundraising, logistics, and debriefs
- Ensure trip safety and risk management, including travel insurance, emergency/evacuation plans, and child protection standards
- Provide care and support for missionaries and church planters sent from or supported by CAV
- Travel regularly to Global Partners: 2 full trips/year leading CAV teams, plus 2 shorter vision/training trips (3–4 days)

Local Impact: Develop, guide, and grow CAV's impact in Brevard County.

- Build and strengthen relationships with Local Partners (churches, schools, nonprofits) through volunteer teams and financial support
- Lead the planning and execution of our local Impact event, CAV's annual church-wide serve initiative

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• Create year-round, easy-to-access serving opportunities for individuals, families, and small groups • Coordinate CAV's response to local disasters and crises (e.g., hurricanes) alongside partners and church leadership CAV Cares (Benevolence): Care well for CAV families facing a financial crisis. • Oversee the CAV Cares ministry and written policy — eligibility, approval limits, documentation, confidentiality • Equip small group leaders as the first line of care; provide a clear escalation process for complex needs • Partner with pastoral care, counseling, and community resources so financial help leads to lasting stability and spiritual growth Staff & Team Leadership: • Recruit, develop, and lead Impact staff through regular one-on-ones, clear goals, and annual reviews • Recruit, equip, and encourage volunteer leaders across all Impact teams • Lead the Global and Local Impact Leadership Teams in ongoing strategic planning and execution • Build a healthy, unified team culture that reflects CAV's values Stewardship & Administration: • Develop and manage the annual Impact budget (Global, Local, CAV Cares); monitor spending against it • Partner with the Finance team to ensure due diligence, accountability, and reporting on partner funds • Partner with the Communications team to share Impact stories across all church channels • Track and report key metrics (participation, trips, partner health, missions giving, benevolence) to the Executive Pastor • Maintain accurate, up-to-date records in CAV's church management software	
EDUCATION	
• Bachelor's degree in ministry, intercultural studies, nonprofit leadership, or a related field required • Master's degree in ministry, missiology, or a related field preferred	
EXPERIENCE	
• 7+ years of ministry or nonprofit leadership experience, ideally in a church of 2,000+ • 3+ years supervising paid staff and leading volunteer leadership teams • Proven experience leading short-term mission teams and building long-term ministry partnerships • Experience developing and managing a ministry or program budget • Cross-cultural living/ministry experience strongly preferred; second-language proficiency a plus	

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SKILLS	
• Strategic thinker able to build and lead a missions and outreach ministry for a church of 3,000+ • Compelling communicator — from the platform, in small groups, and one-on-one • Strong organizational skills; builds systems that keep information accurate and current • Sound judgment in finances, risk, and cross-cultural relationships • Healthy theology of missions and mercy ministry that empowers local leadership • Self-starter who takes initiative and follows through • Collaborative leader who works well across staff, ministries, and partners	
SPIRITUAL QUALIFICATIONS	
• A growing, committed follower of Jesus Christ with mature faith and godly character • Fully supports CAV's Statement of Faith, vision, values, and leadership team • Member of Church at Viera, or willing to become a member upon hire • Models a lifestyle of generosity, evangelism, and serving others	
EXPECTED HOURS OF WORK	
• Schedule: Sunday–Thursday; hours vary based on church needs and may include full weekends • Required Events: Attendance at CAV's "All Hands on Deck" events throughout the year is mandatory for all staff	
STAFF VALUES	
1. Gospel First - Lead with the hope of Christ 2. Jesus Perspective - Look for those in the margins 3. Contagious Passion - Set the tone and the pace 4. Be Authentic - Be honest with yourself and each other 5. Willing Sacrifice - You before me 6. Believe Best - Cultivate trust through optimism 7. Take Risks - Grow stronger through failure 8. Equip Leaders - Greater impact through multiplication 9. Extreme Ownership - All in for CAV's mission 10. Compassionate Conviction - Sharing truth and giving grace with a loving spirit 11. Bring Joy - Don't forget to have fun 12. Be Unified - Bring people together	