Position Title:	Executive Director
Reports To:	AWPC Session
Date:	April 2025
Hours:	Full-Time (including evening hours)

Church Overview

Westside is a 17-year old church with 1000 members located in the westside of Atlanta. Our purpose is to embody and preview the Kingdom of God from Buckhead to Bankhead. Our Core Values are:

1. Prize the Heart
2. Embody Grace
3. Aim for Restoration
4. Cultivate Place
5. Embrace Limitations

For more information see https://www.atlantawestside.org/

Description

AWPC seeks a full-time Executive Director to build or enhance systems and strategies that will enable us to pursue our long-term vision more effectively.

High-Level Goals

- With the oversight of the session, lead the development and implementation for Atlanta Westside's key ministry and operational goals consistent with our vision and values
- Build a cohesive, Gospel-centered and productive staff culture with a clear and shared vision
- Align and partner with the Senior Pastor to activate and operationalize our people, programs and vision for the next level of growth at AWPC.

Responsibilities

I. Strategic and Organizational Leadership

- Oversee (with Senior Pastor and session input where required) all administrative and staff matters, including facilities, insurance, hiring and firing, professional development, policies and procedures and systems
- Implement a multi-year strategic plan with measurable goals and projections
- Lead recruiting efforts for Westside's key leadership positions
- Drive a sustainable leadership development strategy for staff, officers and lay leaders
- Provide oversight and planning to more fully align DMT, Session and Women's Council
- Establish ongoing processes for monitoring progress against goals

II. Church Program Development

- Prioritize, outline and coordinate key discipleship, teaching and training programs aligned with our core values
- Support staff and session in implementing new programs
- Ensure process to coordinate, evaluate and rationalize programs on an ongoing basis
- Oversee the church calendar with explicit and coordinated discipleship goals

III. Staff & Lay Leader Oversight

- Develop a comprehensive communications plan for staff, officers and members
- Develop and maintain a strong, vibrant and healthy working relationship with Senior Pastor
- Work with Senior Pastor to foster a staff culture of alignment, accountability and urgency (core values for the staff)
- Drive a clear and sustainable organizational structure based on key priorities
- Provide oversight and leadership to enhance and align the roles of the session, DMT and Women's Council
- Identify key lay leaders and develop a plan for greater engagement (activating the "need to be asked" people)

Qualifications

- Strong commitment to the core values of AWPC
- Highly organized and professional
- Strong gifts in strategic thinking and implementation, with the ability to take high-level goals and turn them into detailed, executable plans
- People focused, with a heart for empowering and deploying members and staff into their aligned passions and callings
- Comfortable working in a self-directed setting, not dependent on others to provide instructions or agendas
- Strong track record of leading teams and organizations
- History of creating action plans and maintaining appropriate levels of accountability with examples of leading complex projects from development through completion
- Experienced in managing and developing annual and long-term budgets and strategic plans
- Able to give direction, take initiative, and provide honest and unsolicited feedback to other pastors and the session, while humbly submitting to the leadership of the Senior Pastor
- Experience leading from the "second chair" in support of a senior executive or senior pastor
- Minimum 7 years of ministry leadership

Application

- Interested candidates should submit a resume and one-page cover letter specifically explaining why they are interested in the position to edsearch@atlantawestside.org.