

Job Description

Evangelical Press Association

EXECUTIVE DIRECTOR

CORE MISSION

The Evangelical Press Association exists to provide inspiration, instruction, and networking to strengthen evangelical periodicals.

CORE VISION

The vision of the Evangelical Press Association is to see an engaged community of members whose continued pursuit of excellence builds the kingdom of God.

POSITION

The Executive Director provides organizational leadership, operational management, and member-focused program direction for the Evangelical Press Association. EPA serves evangelical publishers, editors, writers, communicators, and Christian media professionals through practical training, meaningful connection, professional standards, and resources that strengthen Christian communication across print and digital platforms.

The Executive Director leads the daily work of the association, advances membership value, manages programs and events, develops revenue, oversees financial and administrative operations, and represents EPA with professionalism, conviction, and a clear commitment to evangelical faith and communication excellence.

The Executive Director reports to the Board of Directors and works closely with Board leadership, committees, contractors, volunteers, members, sponsors, and strategic partners.

SUMMARY OBJECTIVE

The primary focus of the Executive Director is to strengthen EPA as a healthy, sustainable, member-serving association by growing and retaining membership, delivering valuable programs, producing a strong annual convention and awards program, and developing reliable revenue streams.

The Executive Director must be both a strategic leader and a capable hands-on manager. Success in this position will be measured by membership growth and retention, convention participation and profitability, program quality, member engagement, revenue development, sound financial stewardship, and the effective management of EPA operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Executive Director is responsible for leading and managing the major functions of the organization in alignment with EPA's mission, Board direction, and available resources.

ORGANIZATIONAL LEADERSHIP AND STRATEGIC PLANNING

- Lead the implementation of EPA's strategic direction as approved by the Board of Directors.
- Develop annual goals, work plans, budgets, and program priorities that support EPA's mission and member value.
- Evaluate programs, services, events, and communications to ensure relevance, quality, and sustainability.
- Serve as the primary staff liaison to the Board, supporting Board meetings, organizational planning, committees, governance activities, and strategic initiatives.
- Maintain a clear operational focus while helping EPA serve both established periodical publications and the broader Christian communicator community.

MEMBERSHIP GROWTH AND MEMBER SERVICES

- Develop and execute strategies for membership recruitment, retention, reinstatement, onboarding, and engagement.
- Maintain accurate membership records, dues processes, and member communication systems.
- Strengthen member value through practical resources, professional development, peer connection, affinity groups, webinars, publications, and digital engagement.
- Cultivate relationships with current and prospective members, including publishers, editors, writers, digital communicators, freelancers, ministry communication teams, educators, and students.
- Listen to member needs and recommend benefits, programs, and services that address the changing realities of Christian communication.

CONVENTION, PROGRAMS, AND AWARDS

- Plan and execute the annual convention, including venue selection, contract negotiation, budgeting, programming, speakers, sponsorships, exhibitors, registration, and attendee experience.
- Develop programs that serve EPA members through instruction, inspiration, networking, professional development, and peer learning.
- Administer the annual awards contest, including categories, entries, judging, communications, records, and awards presentation.
- Coordinate webinars, online training, workshops, and other year-round learning opportunities.
- Maintain evaluation processes that support continual improvement of conventions, programs, and awards.

FUNDRAISING AND REVENUE DEVELOPMENT

- Develop and implement revenue strategies that may include membership dues, convention income, sponsorships, exhibitors, grants, donations, scholarships, advertising, partnerships, and training programs.

- Cultivate relationships with donors, sponsors, exhibitors, foundations, publishers, ministries, businesses, and other supporters.
- Prepare sponsorship materials, funding proposals, and revenue reports as needed.
- Establish measurable annual revenue goals and monitor progress toward them.
- Manage scholarship funds and other designated revenue initiatives with appropriate accountability.

FINANCIAL AND ADMINISTRATIVE MANAGEMENT

- Manage the organization's financial operations, including budgeting, accounting coordination, reporting, payroll, accounts payable and receivable, reconciliations, and financial controls.
- Provide timely financial reports and analysis to the Board, Treasurer, and appropriate committees.
- Ensure compliance with nonprofit reporting, tax filings, corporate registrations, insurance, contracts, and applicable regulatory requirements.
- Maintain organizational records, policies, vendor relationships, systems, archives, and administrative procedures.
- Steward organizational assets, reserves, technology, and resources prudently and transparently.

COMMUNICATIONS, MARKETING, AND TECHNOLOGY

- Represent EPA publicly and communicate its mission, value, programs, events, and member benefits clearly and consistently.
- Develop and implement marketing, public relations, email, website, social media, member communication, and member engagement strategies.
- Oversee EPA's websites, databases, digital platforms, registration systems, member portals, and related technology tools.
- Create, edit, curate, and coordinate content for EPA communications, including email, web, publications, social media, and promotional materials.
- Use technology wisely to improve member service, operational efficiency, program delivery, and organizational visibility.

GOVERNANCE AND ORGANIZATIONAL OVERSIGHT

- Support the Board of Directors in fulfilling its governance responsibilities through clear communication, accurate records, timely reports, and effective coordination.
- Maintain compliance with bylaws, policies, Board actions, elections, officer transitions, committee records, and official documents.
- Recommend policies, procedures, and operational improvements that strengthen organizational effectiveness and accountability.

OTHER DUTIES

- Perform other duties as assigned by the Board of Directors consistent with the mission and needs of the organization.

JOB QUALIFICATIONS/REQUIREMENTS

Spiritual Requirements

- Agreement with EPA's Statement of Faith.
- Maintains a personal, active relationship with Jesus Christ
- Demonstrates a courteous, Christ-like attitude in dealing with people within and outside of EPA.

Personal Characteristics

- Demonstrated ability to work independently with limited staff support.
- Strong organizational, project management, and multitasking skills.
- Excellent written, verbal, editorial, and presentation communication skills.
- Strategic thinker with the ability to execute operationally.
- High degree of integrity, professionalism, discretion, and sound judgment.
- Relational leader who can work effectively with Board members, volunteers, contractors, sponsors, donors, and members.
- Comfortable serving a diverse community of Christian communicators across traditional and digital platforms.

Required Knowledge or Experience

- Four-year degree and at least five years of related experience and/or training, or an equivalent combination of education and experience.
- Experience in nonprofit, association, publishing, media, communications, ministry, education, or related organizational leadership.
- Ability to write clearly, manage projects, solve problems, and translate ideas into practical plans and communication.
- Proficiency with business productivity tools, including word processing, email, spreadsheets, and presentation materials.
- Ability to manage budgets, schedules, vendors, records, communications, and multiple priorities with accuracy and follow-through.

Preferred Knowledge or Experience

- Familiarity with evangelical publishing, journalism, Christian communications, media ministry, periodicals, or digital content platforms.
- Experience with trade associations, membership organizations, nonprofit associations, or ministry networks.
- Experience with conference planning, event management, awards programs, webinars, or professional training programs.
- Demonstrated success in fundraising, sponsorship development, donor relations, grant writing, or revenue generation.
- Working knowledge of website platforms, member databases, email marketing systems, registration tools, accounting systems, and online learning or community platforms (e.g. FileMaker Pro, QUICKBOOKS, etc.).

EMPLOYMENT TYPE:

- Exempt, 0.75–1.0 FTE (depending on organizational needs and candidate qualifications)

LOCATION:

- Remote U.S.-based

TRAVEL:

- Domestic travel is anticipated two to four times per year, including the annual convention and other organizational meetings or events as needed.

SALARY RANGE:

- \$60,000 to \$75,000, depending on employment level, experience, qualifications, and final Board approval.

BENEFITS:

- Health Reimbursement Account (HRA)
- 401k retirement savings account
- Paid Vacation
- Paid Sick Time
- Paid Holidays