



The Shiloh Baptist Church of Alexandria, Virginia is hiring for the position of Executive Pastor. The summary of the position, responsibilities and qualifications are below. This is a full-time position with benefits. Compensation is negotiable based upon experience. If interested please submit resumes to hr@shiloh-bc.org. The deadline for submission is July 1, 2026.

I. SUMMARY OF POSITION:

The Executive Pastor works closely with the Senior Pastor to strategically implement the vision of the Shiloh Baptist Church. The Executive Pastor's primary responsibility includes the day to day management of programs and ministry staff. This position ensures that the systems, practices, and policies of the church are executed efficiently and effectively.

II. SPECIFIC RESPONSIBILITIES:

- **Duties and Responsibilities**
 - Meets regularly with the Senior Pastor to apprise on status of ministry and staff.
 - Provides oversight and coordination in implementing the vision and mission of the church.
 - Provides leadership, supervision, and guidance to the program staff.
 - Provides ongoing direction to support leaders, volunteers and congregants.
 - Coordinates the planning, administration, scheduling of all church programs, activities and events with the ministry staff.
 - Assists the ministry by leading and motivating the ministry councils and associate ministers to develop a sense of common purpose and direction for the ministry programs and projects.
 - Guides in the formation and development of each program area's goals, objectives and the ministry budget.
 - Formulates a set of objectives and goals with the ministry staff relative to their specific ministry area.
 - Conducts quarterly evaluation sessions with each associate minister about their program objectives and goals.
 - Justifies all program area goals/actions with the church mission statement.
 - Provides oversight in the development of new ministry opportunities discovered in the church and the community.
 - Directs and oversees annual performance reviews of ministry staff.
 - Collaborates with other members of the church staff, committees, and ministry teams as required.
 - Plans/coordinates staff retreats with Senior Pastor.
 - Performs all other duties as assigned by the Senior Pastor.

III. QUALIFICATIONS:

- **Education/Experience**
 - Bachelors Degree in Management, Public Administration or related field.
 - Master of Divinity degree required.
 - Minimum five (5) years experience in direct management of staff (prior experience in a multi-staff church setting is preferred).
 - Requires experience in program development, budget management, membership development, and grant programs.
- **Important Skills/Personal Traits**
 - Possess a dynamic personal and growing relationship with Christ and the ability to model a growing faith in others.
 - Ability to maintain a high level of confidentiality, integrity and exemplary personal conduct.
 - Ability to think critically/systematically and to identify, equip and deploy new leaders.
 - Strong interpersonal, organizational, verbal and written communication skills.
 - Ability to supervise multiple projects concurrently and to create a healthy, collaborative environment for staff.
 - Ability to relate to and work with the Senior Pastor while assisting and executing the vision for the church.
 - Ability to focus on details, prioritize and meet deadlines.
 - Proficiency in Internet, Microsoft programs (Outlook, Word, Excel), and other computer based technologies.