



Free Methodist World Ministries Center Job Description

Job Title: Executive Director
Department: FM Theological Connection
FLSA/Salary Classification: Full-Time Exempt (Grant-Funded)
Location: Remote/Hybrid Options
Salary Range: \$95,000-\$100,000

As a Christian nonprofit global ministry, the Free Methodist Church – USA is seeking a strategic leader to serve as the Executive Director of the Free Methodist Theological Connection, a transformative initiative dedicated to reshaping the future of pastoral leadership through collaborative theological education, accessible mentoring, and spiritual formation. The Executive Director will manage a multi-pillar grant to build sustainable, accessible, and multi-faceted educational and formational pathways for ministry leaders. Funding for this grant is made possible through the Lilly Endowment, Inc. Pathways for Tomorrow Large-Scale Collaborative Grant Initiative awarded to Northeastern Seminary at Roberts Wesleyan University in collaboration with the Free Methodist Church – USA.

About the Free Methodist Theological Connection:

- [Free Methodist Theological Connection Grant](#)
- [More about the Free Methodist Church – USA](#)

JOB SUMMARY

The Executive Director (ED) provides the strategic vision, mission-aligned leadership, and operational oversight required to launch and sustain the Free Methodist Theological Connection. The ED is responsible for unifying a diverse ecosystem of stakeholders—including the select schools from the Association of Free Methodist Educational Institutions (AFMEI), the Center for Pastoral Formation (CPF), and regional Free Methodist conferences—into a cohesive engine for pastoral development. This role will be responsible for ensuring that the Connection not only renovates and reimagines educational and formational pathways, but also builds a sustainable, resource-sharing infrastructure that addresses the pressing need for affordable, high-quality theological training across the denomination. The ED will also spearhead Pillar #2 of the grant which will create a consortium of the participating educational institutions to share credits and resources.

Central to this mandate is the implementation of the funded project's four foundational pillars:

- **Pillar 1: Educational Pathway Renovation:** The ED will lead the alignment of educational standards and the creation of a shared platform for micro-credentials, specifically prioritizing multi-linguistic expansion in Spanish and Swahili to increase accessibility.
- **Pillar 2: Consortium Architecture:** A primary focus involves establishing the formal consortium. The ED will guide Roberts Wesleyan University, Northeastern Seminary, Central Christian College, Greenville University, and Spring Arbor University in aligning academic programs, sharing credits, and integrating cutting-edge technological tools like VR to revolutionize the online learning experience.

- **Pillar 3: Spiritual & Mentoring Integration:** The ED ensures that the Connection remains deeply rooted in the Free Methodist tradition by overseeing the development of mentoring models, spiritual formation resources, and a centralized online portal designed to nurture the holistic growth of current and future pastoral leaders.
- **Pillar 4: Long-Term Sustainability:** Working in close partnership with the Office of the COO and FM Financial, the ED will oversee long-term advancement efforts. By growing the shared endowment, the ED will secure the funding necessary to lower learner costs and provide the permanent personnel infrastructure required for the Connection to thrive for decades to come with the assistance of a matching grant from Lilly Endowment, Inc.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Strategic Leadership and Governance:** Oversee the whole initiative so it fulfills the guidelines by Lilly Endowment, Inc. and makes the initiative successful, serving well all partners, and developing current and future ministry leaders.
- **Consortium Development (Pillar #2):** Lead the formation of a consortium with the participating AFMEI schools, facilitating the alignment of academic programs to enable seamless resource sharing and credit transfers.
- **Operational Oversight:** Direct the implementation of all project pillars, ensuring milestones are met according to the grant timeline and reporting requirements.
- **Sustainability and Fundraising:** Oversee the advancement efforts for the shared endowment beginning in Year 3 (2028), building upon the foundation laid by the Advancement Officer to ensure the Connection's future.
- **Team Management:** Provide direct supervision and mentorship to the *Director of Spiritual Formation* and the *Operations and Communication Manager*; provide dotted-line oversight and strategic alignment for the *Advancement Officer*.
- **Financial Stewardship:** Oversee the project budget, ensuring all grant funds from the Lilly Endowment are utilized effectively and transparently.

QUALIFICATIONS AND DEMONSTRATED SKILLS

- **Spiritual Alignment:** A heart for ministry and a commitment to the mission and values of the Free Methodist Church – USA. The ED must be a member or willing to become a member of the Free Methodist Church.
- **Education:** Graduate Degree (Required): A Master's degree in Theology (M.Div. or equivalent), Higher Education Administration, Nonprofit Management, or a closely related field. Terminal Degree (Preferred): A Ph.D. or Ed.D.
- **Experience:** Substantial experience in senior-level leadership, ideally within a higher education institution, denominational office, or a large-scale nonprofit. Ideal candidates will have a proven track record of managing multi-million dollar budgets and complex operations.
- **Visionary Leadership:** Proven ability to lead complex, multi-institutional initiatives and build consensus among diverse academic and ecclesiastical stakeholders.
- **Theological and Academic Credibility:** Deep understanding of the Free Methodist tradition and experience navigating the landscape of higher education and seminary administration.
- **Strategic Operational Skills:** Strong background in organizational development, including creating governance frameworks and managing large-scale, grant-funded projects.
- **Systems Leadership and Design:** Ability to analyze, navigate, and shape complex interdependencies within a multi-layered organization.

- **Effective Communicator:** Ability to articulate a compelling vision to institutional presidents, faculty, denominational partners, and donors alike.
- **Management Experience:** Demonstrated success in managing professional teams and fostering a mission-driven work culture.
- **Collaborative Spirit:** Ability to come alongside people, inspire them, and empower them to use and develop their skills and talents.
- **Cultural Competence:** Demonstrated commitment to the principles of diversity, equity, and inclusion; ability to engage effectively with a diverse global ministry base.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- **Environment:** This is a fully remote position with hybrid options. The candidate must have a dedicated workspace with reliable high-speed internet.
- **Physical Demands:** Primarily sedentary work involving extensive use of a computer and phone. Minimal lifting (under 20 lbs.) is required occasionally. Occasional evening or weekend hours may be required for events and donor visits.
- **Cost of Errors:** Errors in administrative tasks, communication, or handling confidential information can negatively impact the reputation of the Free Methodist Theological Connection and potentially could lead to the loss of funding.
- **Travel:** Travel is expected for critical meetings with collaborative partners, denominational conferences, and occasional executive meetings with the Free Methodist World Ministries Center. After year 2, the Executive Director will need to travel for advancement opportunities.
- **Schedule:** Full-time exempt status. While the schedule is flexible, the candidate must be available during core business hours for collaboration across various U.S. time zones.

Interested individuals should submit a letter of interest, statement of faith, resume, and complete an online [application](#). Additionally, applicants are asked to have two references send letters of recommendation to Lisa Woods at lisa.woods@fmcusa.org. One letter of recommendation should comment on the applicant's character (from a pastor or friend) and one on the applicant's professional expertise (from a supervisor or colleague). Please submit the requested materials by Sunday, March 29, 2026. Questions about the grant itself can be directed to Dr. Josef Sykora, Northeastern Seminary Associate Professor of Biblical Interpretation & Dean, at sykora_josef@roberts.edu or 585.594.6820.