

HMONG BAPTIST NATIONAL ASSOCIATION

7475 15th Street North
Oakdale, MN 55128
(651) 772-0994
www.hbna.org



Director Position

Spiritual Qualifications

Must be 18 years of age and older.

1. Must be a born again (baptized) believer.
2. Must be an ordained SBC pastor.
3. Must be a man with one wife; he and his wife have never been divorced before.
4. Must have strong commitment to HBNA's purpose and be a good Christian role model.
5. Must be a long standing and a current, active member in an HBNA church that financially supports HBNA.
6. Commitment to teaching Biblically based Christian principles in a professional and personal setting distinctive to HBNA guidelines.

Basic Function

Manage Hmong Baptist National Association (HBNA) organization in planning missions and ministries that draw unreached people-groups to the body of Christ; develop educational programs and leadership literatures; and seek out other resources to support HBNA member churches and its Christian leaders.

Education

1. Bible Bachelor Degree (Required) or Master Degree (preferred but not required).
2. Other degrees and/or other certifications are helpful but not required.

Skills

1. Read and write both English and Hmong fluently.
2. 1-5 years Leadership training experience is required.
3. Minimum 5 years of senior pastoral experience.
4. 1-3 years non-profit organizational experience is required or equivalent.
5. Proficient working knowledge and ability to use Microsoft Word, Excel, PowerPoint, Publisher, Microsoft Access, Google Email and Internet skills is a must.
6. Strong leadership and Good communication skills are a must.
7. Knowledge and affirmation of SBC Doctrine (Baptist Faith & Message 2000).

Other Requirements

1. Willing to relocate to St. Paul, MN (non-negotiable).
2. Candidates must agree to sign a work contract with HBNA.
3. Ability to maintain confidentiality.
4. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organization, etc.
5. Must have excellent organizational skills; and ability to multi-task.
6. Able to network with local, state, national, and international SBC organizations.
7. Professionalism in the workplace includes professional ethics and effective communication with others.
8. Background check required.
9. While employed, he must maintain a membership in a church supporting HBNA.

Duties includes but not limited to

1. Manage HBNA facility, Building and operate office operation.
2. Provide training to member churches as needed.
3. Create resources and develop essential leadership programs.
4. Manage TEE programs and develop other educational programs and materials.
5. Hold staff and board meetings on a quarterly basis.
6. Report to the HBNA President and boards quarterly.
7. Be able to travel to various locations of both national and international as required.
8. Attend SBC meetings and participate in training as required.
9. Develop and manage an annual HBNA budget.
10. Manage and supervise HBNA personnel, review staff and officers performance annually.
11. Maintain compliance with MN and WI State Convention policies and procedures.
12. Maintain compliance with all state and federal laws and regulatory requirements.
13. Perform ordination services as needed.

Salary & Benefit Package

\$54,000 per year, including benefits as described below:

Salary	\$1,200.00/month
Housing Allowance	\$1,200.00/month
Travel/Gas Allowance	\$1,000.00/month
Insurance Allowance	\$ 400.00/month
Retirement Match	\$ 500.00/month
<u>Cell phone Allowance</u>	<u>\$ 200.00/month</u>
Salary Package Total	\$4,500.00/month

Term of Office

The term is four years and can be extended consecutively if the candidate's job performance meets HBNA expectation. Candidate's job performance will be reviewed annually in December by the HBNA Boards. If the job performance score is below 70 percent, HBNA has the right to terminate the candidate within 30 days' notice and rehire a new Director for the organization.

Contact: Committee Chair Sam Vang

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