



Position Profile

Chief Administrative Officer

The Organization

Cross International, founded in 2001, is a Christian international non-profit working to mobilize the global Church to transform the poor and their communities materially and spiritually for the glory of Jesus Christ. Cross International is poised to take a leap into becoming a significant global agent in this and seeks an entrepreneurial and bold CAO leader who loves the poor and embraces the privilege of serving “the least of these.”

Our Vision

All Christians around the world united in overcoming material and spiritual poverty.

Our Mission

We mobilize the global Church to transform the poor and their communities materially and spiritually for the glory of Jesus Christ.

Who We Are

At Cross we submit our work to God, seeking His inspiration and leading in everything we do. At our corporate headquarters in South Florida, this is a part of our daily routine. We begin each workday gathered together to focus on our faith and look to our true leader: Jesus Christ. Each morning a different staff member takes a turn leading the entire staff in prayer and devotions. Alternating inspirational activities the rest of the hour.

Our Core Values

Obedience to God, Christian Identity, Empowering, Joyful Service,
Love of Others, Preference to the Poor, Excellence in Stewardship.

Cross International Chief Administrative Officer

Position Title: Chief Administrative Officer
Department: Administration & Finance
Reports to: President/CEO

Position Summary:

The Chief Administrative Officer (CAO) oversees the daily administrative and financial operations of Cross International. You will be a part of the executive Leadership Team and participate in making key strategic decisions to grow CI from currently serving 33,000 people through \$8 million in annual cash contributions and \$80 million in annual Gift-in-Kind (GIK) contributions, to our Reach 2025 goal of serving 125,000 through \$25 million in annual cash contributions \$100 million in annual GIK contributions.

The CAO leads in the areas of Finance/Accounting, Human Resources/Policy, IT, and various technical and operational “back office” functions for Cross International. You will oversee a small team of specialist staff and manage various outsourced functions with strategic vendors. You are knowledgeable in and seek ways to increase efficiencies in operations through outsourcing & digital systems and staffing to position CI for growth. Additionally, the CAO holds a “key” strategy development and analyst role as a financial and business professional to assist the president, board of directors, and management team as new strategic opportunities present themselves.

This role requires someone who is a leader adept at strategic planning and is eager and willing to work “in the weeds” as needed to accomplish tasks and goals. Finally, the CAO ensures smooth running of business by providing in-person “hands on” management of the day-to-day needs within finance and accounting, human resources, information technology, general office management and reception services.

Knowledge and Required Competencies:

- The CAO believes in “team” and is proven to be an engaged, positive, servant-leader who places a high priority on motivating and encouraging staff to perform at their highest levels.
- Vision setting abilities and the experience to create and manage projects through to completion
- Entrepreneurial and self-motivated, able to handle multiple tasks with senior level responsibility
- Adept at selecting, negotiating, and managing vendor relationships.
- Excellent written and communication skills to convey information accurately to staff, lead meetings, and present crucial updates to the President and Board
- Exceptional analytical skills
- Proficient user of accounting and Microsoft Office software products
- Experience with Sage Intacct and GiveEffect software a plus

- In-depth knowledge of best practices, legal and regulatory requirements in the non-profit sector

Essential Responsibilities:

- Is a consistent witness for Jesus Christ; maintains a courteous, Christ-like attitude when dealing with people within and outside of Cross International.
- Must be able to operate at an executive level, supporting the president and cross-functional peers, and having a keen understanding of organizational psychology.
- In conjunction with the President, drives business strategy development. This involves assessing risks, noting opportunities for expansion, setting overall goals and metrics, and proposing projects or systems to move Cross International forward.
- Leads, manages, and shepherds a team (currently four) of technical specialists and/or other staff in the activities of accounting, human resources, information technology, office management, and reception; and manage vendor relationships across the organization.
- Provides information and performs financial and business analysis to assist the president, board of directors, and management in understanding the organization and making well-informed business decisions.
- Oversees all finance and accounting activities of the organization (budget, financial reporting, closing, G/L, A/P, A/R, payroll, cash management & projections, annual audit and federal form 990 support, etc.), and develops and maintains the internal control structure of the organization. This may be in conjunction with a vendor(s).
- Oversees all human resource activities including support of talent acquisition and management, compensation and benefits, corporate training and development & performance evaluation, and disciplinary actions. Includes leading the evaluations, development and implementation of corporate policies and procedures.
- Responsible for organizational risk management, including the management of insurance through broker arrangements or shared packages with Cross Catholic Outreach.
- Ensure legal, regulatory, and ethical compliance standards are met. Keeps up to date with developments in industry and ministry standards as law and circumstances change so as to insure the organization is aware of and meets the highest standards of ethics and transparency as required by ECFA, state and Federal regulations and other oversight groups.
- Oversees all information technology, corporate phone systems, internet infrastructure, and technology helpdesk functions of the organization.
- Acts as the day-to-day “point person” and liaison for all legal, auditing, insurance, and banking partners/vendors, and various outsourced service functions.
- Is responsible for all general office management needs within the organization and oversees front-desk reception services.
- Various other duties as assigned.

Educational or Certification Requirements:

- Bachelor's degree in accounting, finance, business, economics, or other applicable major is required
- MBA or master's degree, preferred
- CPA, CMA, or other applicable certification, preferred

General Requirements:

- Is a person of committed, mature Christian faith.
- 10+ years of senior level financial and operational leadership experience with at least 5 years in nonprofit organizations.
- Will be an active member/attender of a local Christian church and is a contributing part of a local body of believers.
- Has a deep desire, a calling, to serve the world's poor and has high energy and passion for CI mission.
- Is eager to participate in the active Christian community at CI.
- Thrives and is able to lead and work in a changing environment, and to focus on growth while maintaining excellence in practices.
- Strong project management skills with the ability to balance competing priorities and situations, and adhere to deadlines.
- Ability to work effectively with the President/CEO as a key leader and for the organization, especially when the President/CEO is traveling.
- Ability to construct, articulate and implement periodic strategic development plans.
- Ability to work both independently without close oversight and as a team player who will productively engage with others at varying levels of seniority within and outside Cross International.
- Is a person who has a sense of humor and enjoys co-workers and the workplace.
- Residence will be in the Cross International headquarters area, or one of the surrounding communities.

For more information about Cross International
visit our web site at <https://crossinternational.org>

To apply please submit your resume to hr@crossinternational.org.