

**Gaston Christian Center  
Executive Director Profile  
Full Time Position**

The executive director of the Gaston Christian Center has the unique opportunity to work with pastors of ethnic congregations and leaders of non-profit organizations who utilize the facilities of the Center. Therefore, we are seeking someone who is a . . .

- Committed follower of Jesus Christ
- Active member of a local church
- Servant leader equipped to work cross-culturally
- Relationship builder with key stake holders, donors, pastors, and tenants
- Theologically trained including relevant leadership experience

The Gaston Christian Center is a non-profit organization governed by a Board of Directors. The executive director is accountable to the Board. Therefore, we are seeking someone who has . . .

- Knowledge of and experience with non-profits
- Expertise in strategic planning
- Good skills in verbal, written, and electronic communication

The executive director is also the representative to those outside Gaston Christian Center who support the Center through regular giving and grants. Therefore, we are seeking someone with knowledge and experience in . . .

- Fund raising
- Donor development
- Grant writing

The executive director should have experience in supervision and administration.

Approved August 19, 2025

**Executive Director  
Gaston Christian Center**

**Reports to:** Gaston Christian Center Board of Directors

**Work Hours:** 40+ hours per week on average

**JOB RESPONSIBILITIES:**

1. Give overall leadership to the work of the Gaston Christian Center (GCC).
2. Work with the Board of Directors (Board) of GCC in fulfilling its mission including meeting with the Board chair as needed.
3. Collaborate with Board members in creating and implementing a strategic plan for GCC.
4. Envision and implement new programs that expand the mission of GCC.
5. Maintain relationships with the pastors of all tenant congregations and the executive directors of all tenant ministries and respond to their needs in a timely manner.
6. Supervise the management and operation of the building and grounds.
7. Serve as the chief advocate and promoter of GCC to external and internal constituencies.
8. Supervise leases with congregations and non-profits who would utilize GCC space.
9. Supervise Gaston Center staff.
10. Lead in all forms of fundraising for GCC, while engaging Board members and others as allies in this cause.
11. Cultivate, build, and maintain relationships with sponsoring congregations, contributing organizations, and individuals and report to constituents on a regular basis.
12. Ensure accurate financial accounting is maintained and is reported to the board at each meeting.
13. Serve as executive director of Gaston Ministries, Inc.

Revised August 19, 2025