



WYCLIFFE ASSOCIATES

Vice President, Human Resources

Opportunity Profile



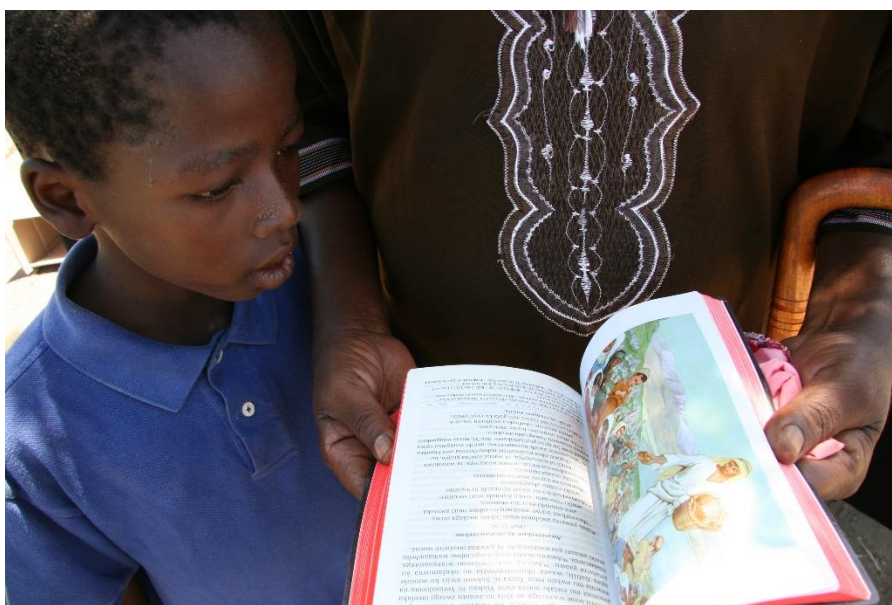
WHO WE ARE

Wycliffe Associates accelerates global Bible translation by empowering national translators & equipping the local church to share God's Word.

MISSION

Today, we empower and equip national Bible translators—native speakers—to translate Scripture into their heart language using resources and tools provided through Bible translation workshops under the guidance and authority of the local church. Because these national Bible translators are native language speakers—and they are using resources and tools created by linguists and software specialists—they are able to complete translation of the Scriptures quickly and accurately!

Around the world, word is spreading that Church Owned Bible Translation is the way for all people groups to have God's Word in their language and share the truth with their neighbors.





HISTORY

In 1967, Bill Butler, Dale Kietzman, and Rudy Renfer—friends of Bible translators who were deeply concerned with the future of Bible translation — discovered that translators were spending an increasing amount of their time on tasks unrelated to translation, like accounting, building maintenance, and more. They also noticed that Christian business professionals with a heart for service and a wide variety of skills could volunteer and accelerate Bible translation, freeing up thousands of hours of translation time each year.

Knowing hundreds of millions of people were still waiting for God’s Word in their own language, they committed to giving these people access to the truth of the gospel, so they could know the God who loves them and desires a relationship with them.

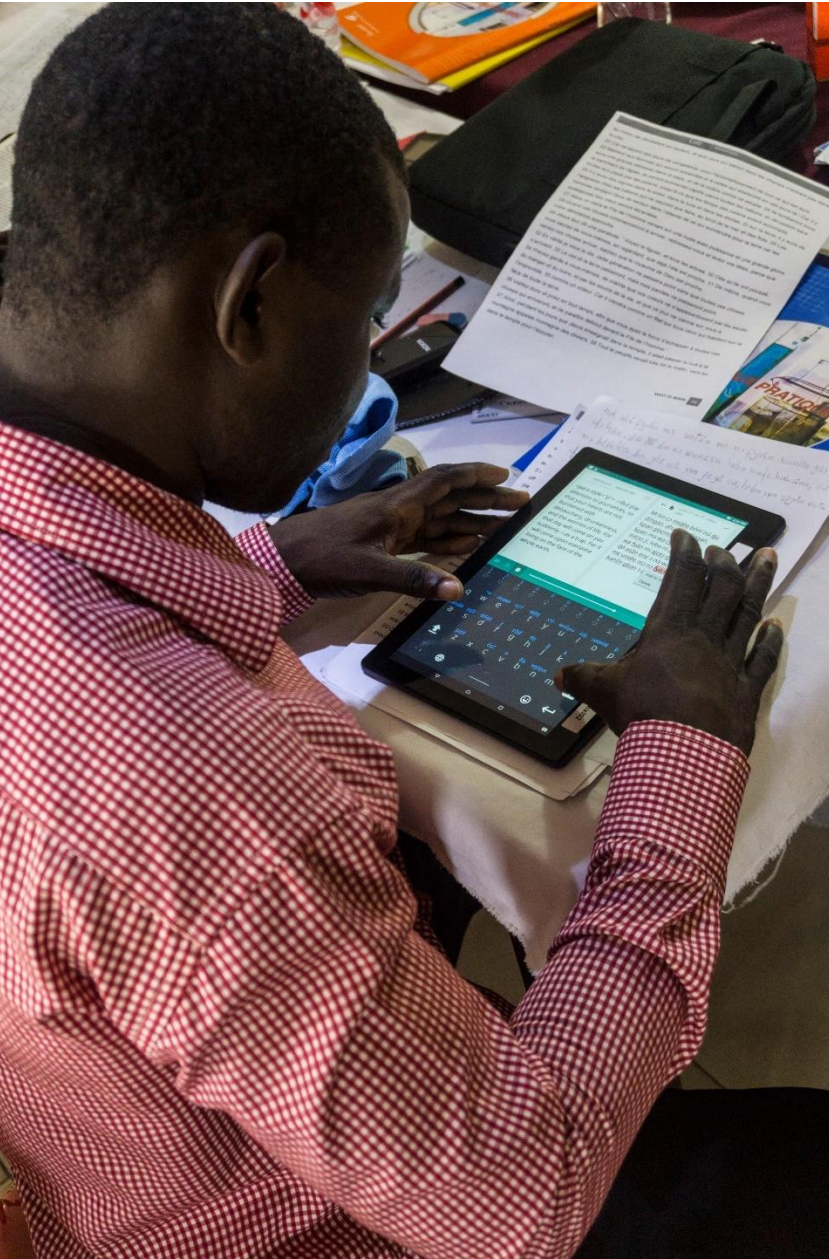
That year, they founded Wycliffe Associates.

Since then, the generosity of Bible translation supporters has allowed us to expand our services to Bible translators to include advanced technology, efficient translation strategies, greater financial resources, and logistical and operational support. During his tenure as President, Dr. Bruce Smith encouraged us to follow God’s lead to support Church Owned Bible Translation. In 2021, the Board of Trustees of Wycliffe Associates appointed [Mr. Simoun Ung](#) as the President and CEO.



Simoun Ung, President and CEO

Wycliffe Associates empowers national Bible translators under the authority of the local church in each community. Together with our donors and prayer partners, we are following God’s call to accelerate Bible translation in the most remote, most antagonistic parts of the world.



MAST

In 2014, Wycliffe Associates developed and tested a streamlined Bible translation methodology **MAST—Mobilized Assistance Supporting Translation**. [MAST](#) equips national translators to translate the Bible quickly and accurately under the guidance of the local church to bring God's Word to their own people.

Despite these incredible strides, hundreds of millions of people still are waiting to read God's Word in their heart language. With the dedicated support of Wycliffe Associates donors, volunteers, and partners, national Bible translators around the world are working through the local church to ensure that we will have a Bible in every language.

Continually advancing technology and increased support means this massive goal is well within reach, but to accomplish it these Bible translators need your help!

"We can work with any people group or language through our MAST program."

- WA staff member



WYCLIFFE ASSOCIATES AT A GLANCE

- Currently accelerating the work of Bible translation in 76 countries
- Installed 549 Bible Translation Acceleration Kits (BTAKs) in 48 countries for 793 language communities since started installing BTAKs
- 6,737 Technology for National Translators (TNTs) were distributed in 67 countries to date
- 1,332 Bible Translation Recording Kits (BTRKs) were distributed since the program first started
- 145 Print On Demand (POD) systems have been deployed around the world to date
- Improved hundreds of facilities for Bible translation around the world



Wycliffe Associates Global Language/Translation Facts:

- Languages currently spoken in the world: 7,378
- Bible translation started in over 1,000 languages
- Bible translations in progress in 744 languages
- 507 Completed New Testaments



ABOUT ORLANDO, FLORIDA

This central Florida region attracts around 60 million visitors every year, who come for the warm climate, the world-famous theme parks, the shopping malls, the golf courses and the nightlife. They come for the beaches too, as some of America's finest are within easy reach.

If you head away from the theme parks you will get a chance to discover Downtown Orlando, also known as the 'real' side of Orlando – the one that the locals know and love. Downtown Orlando is the region's main city, it is also the largest urban center in Central Florida. It is home to iconic skyscrapers, sports centers, theatres, art galleries, shopping centers and parks. It boasts a great restaurant and nightlife scene, and it hosts an array of festivals, parades and high-profile events.

In March 2022, the median listing home price in Orlando, FL was \$350K, trending up 20.7% year-over-year. The median listing home price per square foot was \$219. The median home sold price was \$352K.

CULTURE

Wycliffe Associates engages people in the advancement of Bible translation serving Bibleless people groups and local Church partners with the overarching vision of "A Bible in Every Language". We see God's Word as essential in everything we do. Wycliffe Associates trains believers all over the world to become Bible translators. Through our work, we serve the global church for the purpose of furthering the gospel of Jesus Christ through Bible translation.

The leadership and staff are unified with this one purpose, but what is most important to Wycliffe Associates, and to the Lord, is a person's heart. The person who fills this role should





have a special calling from the Lord to serve in ministry. This is not a job; every person here is passionate about the Word of God being translated into every language—the Vice President of Human Resources must see Bible translation as vital to the fulfillment of the Great Commission.

The organization and this position are global in scope. Hundreds of staff members and thousands of volunteers work around the world. The Human Resources department is strongly committed to being flexible and adaptable in supporting these efforts. Mutual support and teamwork between departments are essential for the success of the organization and for this position.

WHAT PEOPLE SAY ABOUT WORKING AT WYCLIFFE ASSOCIATES AND THE NEW VP

- *"People serve here because they want to be part of something that changes the world."*
- *"The executive team is highly galvanized; unified."*
- *"We can work with any people group or language through our MAST program."*
- *"We are a healthy environment where, though there have been significant changes, we remain faithful to the vision."*
- *"The VP will need to be flexible/adaptable—able to turn on a dime."*
- *"It would be great if the VP had experience in HR and Labor Law."*
- *"WA encourages creativity and trying new things even if it doesn't work out."*
- *"Our new CEO is brilliant and sold out for the ministry but works remotely from the Philippines, which at times, can be challenging."*
- *"This is not a job; every person here is passionate about the Word being translated into every language—the VP must see Bible translation as vital."*
- *"We have a huge volunteer core serving from the front line to leadership roles."*
- *"As well as having stellar HR capabilities, the VP will need incredible discernment."*
- *Wycliffe Associates is unwavering in its position that the Bible is inspired and infallible and should therefore be translated accurately."*

BIBLE TRANSLATION THE WYCLIFFE ASSOCIATES WAY

- **Why accuracy matters:**

This commitment reflects an uncompromising belief that the Bible is the inspired Word of God and should therefore be translated accurately. This is why Wycliffe supports only Bible translations that use accurate and literal common language terms for “Father” and “Son” when referring to God the Father and Jesus Christ.

- **How we do it:**

Church Owned Bible Translation is critical to accurately preserving God’s Word. Wycliffe Associates recognizes that national translators understand their language in a way that no outside speaker can, and as Christians who want God’s Word in their heart language they have a moral and spiritual commitment to the truth. Wycliffe supports a church checking process to ensure the highest level of faithfulness to God’s Word, including independent review of the translation by local church authorities and additional church networks with native speakers of the language.



THE OPPORTUNITY

The Vice President, Human Resources plans and directs all aspects of the human resources (HR) function of Wycliffe Associates (WA) to ensure measurable, successful support of the ministry's mission and hallmarks, with responsibility for recruiting, hiring, orientation, job descriptions, performance management, counseling/advising, development and training, employee relationships, succession planning, terminations, compensation, health and welfare benefits, health and wellness initiatives, payroll, and employee services; exercises responsibility for all HR staff in Orlando and supported missionaries around the world.

REPORTING RELATIONSHIPS

- Reports and communicates to the President/CEO as necessary.
- Coordinates with Executive and Senior Leadership, Vice Presidents, and management team.
- Human Resources, Benefits, Recruiting, and Payroll Managers and other specialized staff report directly to the Vice President, Human Resources.
- Provides functional direction to the Human Resources staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Offer trustworthy and informed recommendations to the President/CEO, executive management team, and Board of Trustees on critical human resource issues.
- Advise, guide and instruct on material matters regarding Human Resources, ensuring compliance, soundness and mission-wide consistency with our values, governing laws, and regulations.
- Partner with the learning and leadership function to ensure clear strategies and tools for personnel development, especially key leadership development for the growing global mission.
- Manage the staffing process, including recruiting, interviewing, thorough background vetting, hiring, onboarding/new employee orientation and ministry orientation processes, training, talent management/career planning and succession planning.
- Designs, develops, and maintains up to date compensation system including compensation philosophy, job evaluation, market pricing, salary ranges, annual merit increases, etc.
- Develop training materials and performance management programs to help ensure employees understand their job responsibilities.

- Take a lead role, along with the President/CEO and executive team, in shaping the culture of Wycliffe Associates to ensure the realization of our mission/vision and execution of our strategy.
- Investigate employee issues and conflicts and brings them to resolution.
- Exercises responsibility for compliance with federal, state, and local regulations.
- Developing strategic HR plans and policies.
- Decide and act on initiatives for equal opportunity, diversity etc.
- Prepare reports for the CEO using business metrics and KPIs.
- Oversees the benefit packages for employees.
- Directs relevant, timely, accurate communication of HR information to all employees (payroll, benefits, policies, events, etc.).
- Establishes, implements, and administers system allowing managers to provide employees with regular performance feedback regarding expectations, standards, goals, and perceived performance specific to what is being accomplished (responsibilities) and how it is being accomplished (Hallmarks), including responsibility for developing and maintaining job descriptions. Directs management regarding its responsibilities in the termination of employees, ensuring that the ministry complies with internal guidelines and that proper care is given to terminating employees.
- Recommends, establishes, and administers appropriate policies and procedures for effective management of the ministry's human resources.
- Counsels managers and employees regarding employment issues.

PROFESSIONAL QUALIFICATIONS

- 7-10 years' experience in HR leadership role, typically at the Director or Vice-President level.
- Bachelor's Degree in business, HR, communications, social sciences or related field; Master's degree is beneficial.
- Ideally, experience in leadership or management in Christian ministry and/or industry.
- Advanced knowledge of all aspects of HR functions.
- High level of competence to perform all duties listed in the Essential Duties and Responsibilities section.
- Experience in strategic planning and implementation.
- Ability to use metrics and analytics.
- Knowledge and experience in local and Federal Human Resource Law.
- Working knowledge of ADP, Salesforce/Job Science, PowerBI.
- Certification (e.g., PHR/SPHR) is preferred.

PERSONAL CHARACTERISTICS

- A thriving faith and heart for the Lord and for his people. Must have a deep and growing relationship with God, active involvement in a local church, Christ-centered Biblical worldview adhering to the [WA Statement of Faith](#) and a commitment to maintaining healthy relationships and accountability.
- Faithfully upholds WA in prayer.
- Consistently participates in WA staff devotions.
- Effectively represents Jesus Christ to those within both personal and professional spheres of influence; will be a champion of developing spiritual maturity within the staff.
- Known as an inspired, Spirit-led Servant leader who places significant dependence on prayer.
- Well-organized with excellent leadership qualities
- Excellent public speaking, training, and written communications skills.
- Ability to understand and motivate people.
- Ability to defuse potentially volatile situations.
- Ability to plan, budget, and carry out directions from WA senior leadership.
- Works easily as an evangelical in the context of an ecumenical world.
- A servant leader who has a collaborative style knowing the balance between appropriate process and decisiveness.
- A team builder/leader that can both encourage and challenge highly capable and creative people.
- Is energized by being with people and is a natural encourager and teacher.
- Ability to convey a positive, professional image to the public and employees.
- Ability to maintain confidentiality.
- Excellent counseling and listening skills.
- Ability to make fair, sound decisions.
- Ability to work closely with people at all organizational levels.
- Strong desire to serve others.
- Flexibility, adaptability, and openness to change.

THE SEARCH AND SELECTION PROCESS

If you know someone who has an interest and meets most of the experience and motivational requirements described in this profile, please feel free to suggest that person for consideration and/or forward this information. ***Please request they forward their resume and cover letter to the contact below.*** Suggested names will be treated discreetly, and candidates should be assured that their inquiries will be treated with the utmost confidentiality.

Our client is an equal opportunity employer and does not discriminate on the basis of race, age, color, sex, national origin, familial status, veteran status, or physical handicap. However, its Christian mission and beliefs limit its hiring to people whose beliefs, theology, and lifestyle are consistent with Wycliffe Associates' Statement of Faith.

We fully respect the need for confidentiality of information supplied by interested parties and assure them that their backgrounds and interests will not be discussed with anyone, including our client, without their prior consent, nor will reference contacts be made until mutual interest has been established.

For further information on this position, please contact:

Tim Bernstein
President
Ardent Search Company

Email: tim@ardentsearchco.com
Cell: 818-581-9715
Office: 805-778-1777 ext. 114
Website: www.ardentsearchco.com

Ardent Search Company (an affiliate of The Dingman Company, Inc.) is a retained executive search firm devoted exclusively to serving our clients in matters of executive selection. We are a generalist firm that has served business and non-profits worldwide since 1979.

