



WYCLIFFE ASSOCIATES

Chief Administrative Officer, United States Operations

Opportunity Profile



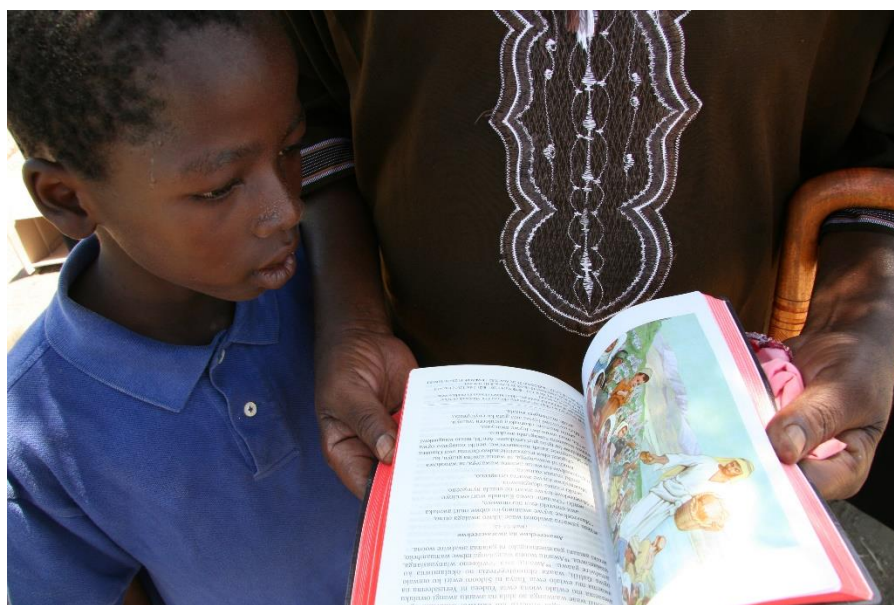
WHO WE ARE

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.

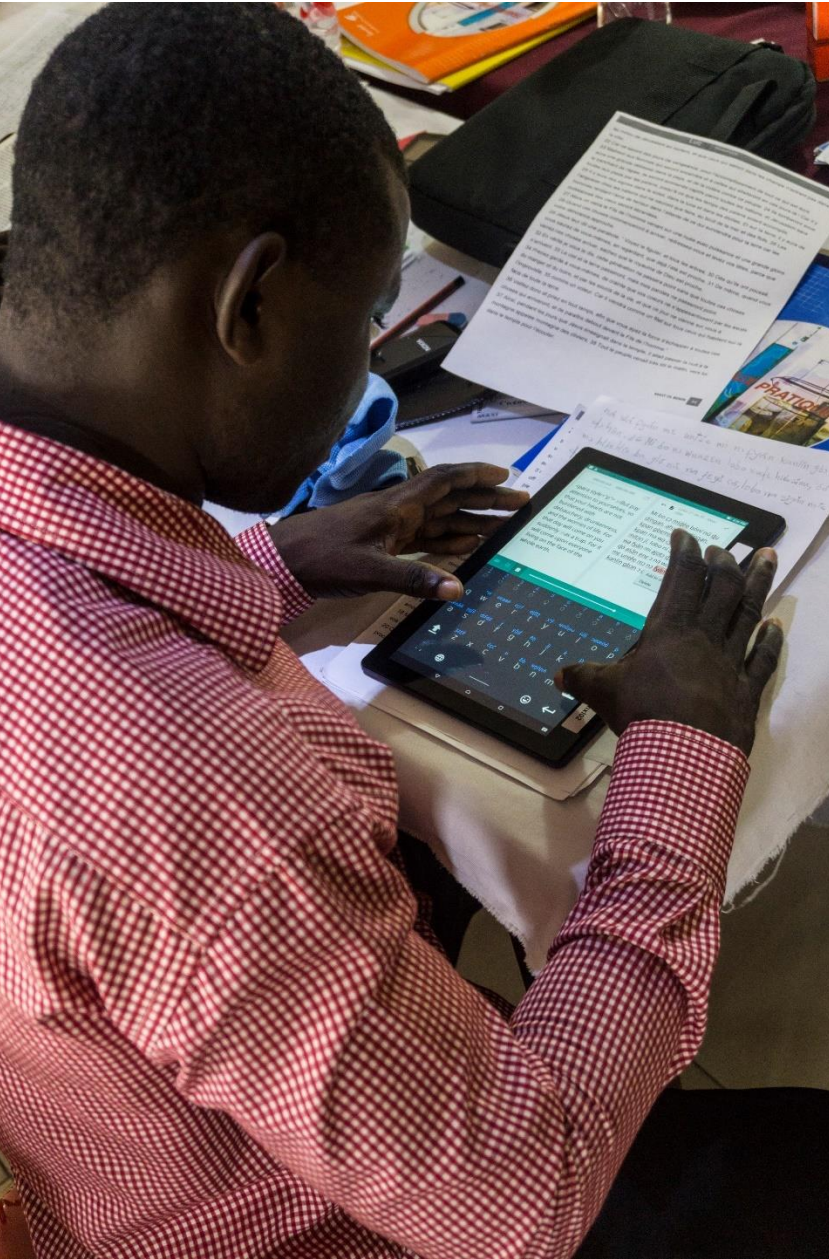
Since then, the generosity of Bible translation supporters has allowed us to expand our services to Bible translators to include advanced technology, efficient translation strategies, greater financial resources, and logistical and operational support. During his tenure as President, Dr. Bruce Smith 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 equips national Bible translators in partnership with local churches who direct and oversee translation for their own communities. 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.

Since that time, Wycliffe Associates has supported the completion of more than 600 New Testament translations. 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 the completion of our vision: A Bible in Every Language 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 84 countries
- Installed 549 Bible Translation Acceleration Kits (BTAKs) in 48 countries for 793 language communities.
- 7,113 Technology for National Translators (TNTs) were distributed in 67 countries.
- 1,416 Bible Translation Recording Kits (BTRKs) were distributed.
- 175 Print On Demand (POD) systems deployed around the world.
- 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 currently in progress in 778 languages
- **601** 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 Chief Administrative Officer 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. Mutual support and teamwork between divisions 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 CAO will need to be flexible/adaptable—able to turn on a dime."*
- *"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 CAO must see Bible translation as vital."*
- *"We have a huge volunteer core serving from the front line to leadership roles."*
- *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

Wycliffe Associates is a ministry, and our mission is a special calling. Wycliffe Associates trains Christians all over the world to become Bible translators and we seek to safeguard the integrity of the Scriptures through that process. While specific skills and experience are a major part of this role, 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 for ministry. In this role you are considered a minister of the gospel. For such a high calling, our lives and values should reflect that pure and holy calling. As we are told in 1 Peter 1:15-16, "But just as He who called you is holy, so be holy in all you do, for it is written: "Be holy, because I am holy."

POSITION OVERVIEW

The Chief Administration Officer – United States Operations is an executive leadership position responsible for providing operational, strategic, and administrative leadership for the departments and divisions operating nationally within Wycliffe Associates (WA).

KEY RESPONSIBILITIES

- Works closely within the executive team to help ensure seamless coordination across all WA divisions.
- Develops and executes operational strategies supporting the long-term goals and objectives of WA corporately and nationally (domestically), always with a direct or indirect focus on Bible translation.
- Works inwardly, on a domestic level, to find better ways to support and serve international divisions and other Bible translation agencies.
- Leads the Vice-Presidents of Marketing & Communications, and Information Technology Divisions coupled with the Human Resources, Volunteers and Finance Departments to help create and implement strategic operational and administrative plans aligned with the mission of WA.
- Evaluates existing operational and administrative processes within select divisions and departments to identify areas of improvement and strategic efficiency enhancement.
- Monitors resource allocations and adjusts, as necessary, to meet the changing WA Bible translation demands.
- Manages administrative and operational risk while cultivating growth, anticipating bottlenecks, and encouraging innovation to maximize ministry impact and stewardship within both WA and the universal church.
- Leads organizational, division, and department change efforts when they arise, while guiding WA through both the transitions and transformations.

- Communicates corporate changes while effectively managing the resistance both within and outside the ministry.
- Oversees cross-functional teams, with the support of the COO when applicable, to execute projects and initiatives as needed.
- Mentors and develops operational teams that help foster a culture of continuous improvement and mutual accountability.
- These duties are not exclusive and with consideration of your job duties and other skills, this job description can be added to or taken away from at the discretion of your immediate supervisor.

OTHER RESPONSIBILITIES

Finance and Accounting

- Provides oversight to the finance and accounting teams.
- Coordinates annual financial audits.
- Collaborates with the Controller to prepare and manage the annual administrative and operational budget.
- Assures compliance with GAAP and FASB.
- Ensures compliance with financial regulations and internal controls.

Human Resources (HR)

- Provides insight for HR systems, benefit management, development, transition, and change.
- Supports the HR Director while developing and executing human resources strategy in the areas of succession planning and global/national talent management.
- Identifies key performance indicators for the human resources and talent management functions.
- Ensures compliance with the various areas of human resources and safety.
- Fosters a positive organizational culture that values diversity, equity, and inclusion.

Technology and Infrastructure

- Collaborates with the Vice President of Information Technology to develop and execute a comprehensive technology strategy aligned with the organization's overall mission, vision, objectives and goals.
- Monitors and oversees all technology-related activities from start to completion.
- Communicates the technology strategy and initiatives to executive leadership, stakeholders, and team members.

- Participates in overall business technology planning, directing budget allocation, tactical resources, and database system strategy.

Marketing and Communications

- Provides visionary and administrative leadership to the marketing and communications division and teams, fostering a culture of creativity, collaboration, and innovation.
- Works directly with the Vice-President of Marketing and Communications to develop and implement a comprehensive marketing strategy that supports WA's mission, vision and goals.
- Leads, mentors, and inspires the marketing and communication team as needed.

Volunteers

- Provides strategic leadership, direction and operational focus for all ministry volunteers and volunteer leadership serving WA, including but not limited seasonal fall/winter volunteers, short-term volunteers, and international support volunteers.

Supervisory Responsibilities

- Oversees and manages the Marketing & Communications, and Information Technology Divisions, Volunteers as well as the Human Resources and Finance Departments.

IDEAL EDUCATION, KNOWLEDGE, AND SKILLS

- Bachelor's degree in business administration, management, or related field desired, or equivalent operations experience and knowledge. Master's degree highly desired.
- 5-10 years proven experience in senior operational leadership roles, demonstrating a track record of driving excellence desired.
- 5-10 years proven experience in a financial leadership role, demonstrating a firm knowledge in core finance and accounting practices and principles.
- Experience leading all levels of volunteers a plus.
- Knowledge of relevant regulations and compliance standards.
- Understanding of HR, Finance, IT and Marketing functions.
- Proficiency in financial management and budgeting.
- Familiarity with technology solutions and their application in enhancing operations.
- Experience working in non-profit organizations preferred.
- Change management and organizational development experience.

- Ability to effectively prioritize workload.
- Experience in working cross-culturally.
- Attention to detail.
- Excellent listening skills.
- Ability to communicate effectively in oral and written form.
- Demonstrated ability to lead and inspire teams.
- Works effectively with a virtual team.
- Customer service oriented, both externally and within the organization.
- Thinks strategically from an operational and organizational perspective.
- Innovative and flexible.
- Strong organizational skills.
- Strong strategic thinking, analytical and problem-solving skills.
- Desires to grow professionally, learn new technologies, improve skills, and adapt to change.
- Hands-on computer knowledge, understanding and skill.
- Proficient with MS Windows operating system, internet, email use and MS Office products.

IDEAL PERSONAL QUALIFICATIONS

- Has a personal relationship with Jesus Christ.
- Agrees with and signed an acceptance and acknowledgment of the Wycliffe Associates [Statement of Faith and Practice](#).
- Should sense a call from God to the ministry of Wycliffe Associates.
- Demonstrated Christian spiritual maturity, both in one's personal and corporate walk.
- Active membership and regular attendance at a Bible-believing church.
- Ability to be at ease with people from diverse cultures and backgrounds.
- Continual focus on supporting positive relationships; treating people with dignity, respect, integrity and compassion.
- Demonstrated servant leadership qualities, displayed in an executive role.
- Passionate about getting God's Word to every language community.
- Personal and professional integrity.
- Highly self-motivated, flexible and directed.
- Works independently with little or no supervision.
- Recognizes and maintains confidentiality of information as appropriate.

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 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
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.

