

Opportunity Profile

Chief Executive Officer



Called To Serve

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General Background

In December of 1999 Warren Frankel and Jeff Walker were invited by a representative of Campus Crusade for Christ to join them in Northern China to help develop a Christian medical clinic. This invitation started what eventually evolved into a world wide ministry to take free health care to needy people who do not have nor can afford local medical care.

The first two years developed as basically a family ministry that would decide to pack our bags and go when we were invited and if time and family funds were made available. Several return trips were made to China and Mexico during this period.

In May of 2002 His Healing Hands was organized as a formal 501 (c) (3) Christian non-profit corporation in the state of California with five family related directors and one officer. As word got out through referrals and word of mouth the number of short-term mission teams called began to increase beyond what the original families could support. Between 2002 and 2007 over 50 teams were recruited, equipped and sent to almost every continent in the world. Several hundred volunteers were recruited and nearly 75,000 patients were treated. All of these teams followed the original team model developed by Warren and Jeff. Many of the teams worked alongside other U.S. partners including Campus Crusade for Christ – Jesus Film ministries.

In 2007 a new operating paradigm began to unfold. All of our previous missions had been organized from the perspective of seeing our indigenous people groups as “recipients” of our service. We began to realize that we would serve the Lord’s purposes better if we saw them as “participants” instead. In the participant role we recognized the need to encourage them to pick up where our short-term ministry left off and to carry the treatment and Gospel beyond their villages to other areas. This expanded ministry requires more time and funding than our original family based model did.

It became apparent early in 2008 that restructuring our organization was required if we were to meet the operating and financial challenges of the next 5-10 years. We needed to attract independent non-family members to take over the Board (governance) activities, and we needed to attract additional officers and staff to handle the management activities. To that end we have elected six new independent board members as shown below. We are in the process of searching for two new officers for the management team: The Chief Executive Officer, and the Chief Financial Officer. This document describes the profile for the CEO who will be responsible for taking His Healing Hands into the future.

HHH Statement of Faith: All of His Healing Hands Board members, officers, and staff are required to endorse the following statement of faith:

1. There is one true God, eternally existing in three persons – Father, Son, and Holy Spirit each of whom possess equally all the attributes of Deity and the characteristics of personality. (Deut. 6:4, Matt. 28:19)

2. The Bible is God's written revelation and it is uniquely, verbally, and fully inspired by the Holy Spirit and that it was written without error (inerrant) in the original manuscripts. It is the supreme and final authority in all matters in which it speaks. (2 Peter 1: 20-21, 2 Tim 3: 15-16)

3. Jesus Christ is God, the living Word, who became flesh through his miraculous conception by the Holy Spirit and His virgin birth. Hence, He is perfect Deity and true humanity united in one person forever. (John 1: 1-2, Matt. 1: 20-22)

4. Jesus Christ lived a sinless life and voluntarily atoned for the sins of men by dying on the cross as their substitute, thus satisfying divine justice and accomplishing salvation for all who trust in Him alone. (2 Corinthians 5: 21, Mark 10: 45, John 14: 6)

5. Jesus Christ rose from the dead in the same body, though glorified, in which He lived and died. (1 Corinthians 15: 3-8)

6. Jesus Christ ascended bodily into heaven and sat down at the right hand of God the Father, where He, the only mediator between God and man, continually makes intercession for His own. (Acts 1: 9-11, Romans 8: 34)

7. Jesus Christ will return a second time, as He promised, to judge the ungodly, gather his saints unto himself and to establish His millennial kingdom here on earth (John 14: 1-3)

8. Man was originally created in the image of God. He sinned by disobeying God; thus, he was alienated from his Creator. That historical fall brought about all mankind under divine condemnation. (Gen. 1:27, Romans 3: 23)

9. Man's nature is corrupted, and he is thus totally unable to please God. Every man is in need of regeneration and renewal by the Holy Spirit. (Romans 5:12, Ephesians, 2: 1, Hebrews 12: 14, Romans 9: 16)

10. The salvation of man is wholly a work of God's free grace and is not the work, in whole or in part, of human works or goodness or religious ceremony. God imputes His righteousness to those who put faith in Christ

alone for their salvation, and thereby justifies them in His sight. (Eph. 2: 8-10, Romans 3: 23-24)

HHH Mission Statement The mission of His Healing Hands is to witness the Gospel of Jesus Christ through preaching, teaching and the use of medical missions in order to heal the peoples of the world both physically and spiritually.

HHH Purpose Statement The purpose of His Healing Hands is to meet the mandates set forth in the Gospel:

"Go therefore and make disciples of all the nations baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am always with you even to the end of the age" (Matthew 28: 19-20).

"Then Jesus went about all the cities and villages, teaching in their synagogues, preaching the gospel of the kingdom, and healing every sickness and every disease among the people" (Matthew 9:35).

We will meet the spiritual needs of those people that we are called to reach by witnessing the Gospel of Jesus Christ by example, through personal testimony and by preaching and teaching.

We will meet the physical needs of those people that we are called to reach by organizing, staffing and supplying volunteer mission teams and sending them into those needy areas in order to provide short term medical care without charge for the people regardless of race, creed or natural origin.

HHH Board of Directors: The current board of directors consists of the following people:

William Jeff Walker, Pharm.D. – Founder & President Emeritus
Warren Frankel, MD – Co-founder & Chairman of the Board
Michael Goodman – Elder of FBC Paso Robles and business owner.
Michael Garman – Senior Pastor of FBC Paso Robles
Gloria Fabrigas, MD MPH – Public Health Officer – Tacloban City, Philippines.
Doug Murphy, MD – Shoreline Calvary Chapel & Psychiatric Practitioner
Frank Epperson – Deacon Board, FBC Paso Robles
Open

HHH Medical Advisory Committee: The following professionals form a medical advisory committee for the board of directors and the CEO. All of these individuals have been participants on one or more of our short-term

medical teams and are intimately aware of the medical and logistic issues that these teams face:

Gregg Ellison, MD
Joseph Kuntze, MD
Alan Martin, Pharm.D.
Nolan Nelson, DDS
George Harris, DC
Ann Walker, RN ret.

HHH Officers and Staff: The current officers and staff positions are:

CEO – Open (William Walker, acting)
COO - William Walker
CFO – Robert Dexter
Financial Assistant – Open (part time volunteer)
Accounts Payable – Kay Walker (part time volunteer)
Administrative Assistant – Gary Wood (part time volunteer)
Administrative Assistant – Haley Landis (part time volunteer)
Medical Team Project Coordinator – Jennifer Walker
Staff Pharmacist – Darrell Bennett

The Position

In the current organization structure, the CEO reports directly to the Board of Directors. The Chief Operating Officer and Chief Financial Officer report to the CEO. The Administrative staff (currently three) reports to the COO. The financial Staff (currently two) reports to the CFO. The Medical Advisory Committee is available to the CEO for guidance and advice. For an organization that accomplishes so much, HHH is very "lean."

The duties and responsibilities of the CEO of HHH include, but are not limited to:

- ✓ Recruiting (if necessary), mentoring, and evaluating the COO and CFO
- ✓ Meeting monthly with the officers and invited staff.
- ✓ Assuring that both short and long range budgets and plans are developed and implemented.
- ✓ Assisting in identifying independent corporate donor and grant opportunities for fund raising activities.

- ✓ Developing financial and spiritual accountability procedures for all approved projects and ministries.
- ✓ Being an effective advocate for the overall HHH ministries and worldwide partners.
- ✓ Strategically and cost effectively working to develop ministry partners in the United States and abroad.
- ✓ Leading by example in inspiring confidence in the officers, staff, and partners
- ✓ Leading HHH in manageable growth of its various Christ centered ministries.
- ✓ Meeting annually with the Board of Directors

The Candidate Qualifications

Acknowledging the difficulty of painting a comprehensive word-picture of an individual, the Board of Directors presents the following profile of desirable attributes for the next CEO of His Healing Hands.

Christian Commitment

The CEO of HHH should:

- ✓ Be a spiritually mature Christian displaying Christ-centered servant leadership that integrates faith and work
- ✓ Live the values of integrity, service, and respect for others
- ✓ Embrace people from diverse cultural, theological and denominational backgrounds
- ✓ Sense a call from God to service; feel anointed to do the job

Strength of Character

- ✓ Be known as someone with impeccable character who is seen to be universally dependable and trustworthy
- ✓ Be able to handle disappointment and not become cynical

Institutional Leadership

The CEO of HHH should:

- ✓ Have proven experience at the executive level, a reputation for strategic leadership and management and the ability to thrive in an unpredictable and often changing environment
- ✓ Have experience in leading predominately volunteer organizations that are both non-profit and service-centered.
- ✓ Be someone who has worked with and for strong leaders and is not easily intimidated.
- ✓ Have a demonstrated track record of consensus building and pulling together diverse groups or coalitions to work for a common purpose.
- ✓ Must be comfortable leading what most people would say is a very small organization which is having a huge influence on indigenous evangelical ministries throughout the developing world.
- ✓ Be "hands on" enough to stay on top of details, numbers, objectives, policies and any other factors that impact the organization, without being so "hands on" that he or she stifles the life of the organization.
- ✓ Lead by example.
- ✓ Realize that planning and operating from a fixed plan can be difficult. Flexibility is key to effective leadership in HHH

Given the need to have excellent staff, the fact that the staff is relatively small and people often "wear more than one hat," this person must be able to attract and retain key people. The CEO must be likeable. People must enjoy working with and for the person.

Medical/ Short-term Mission Competency

- ✓ The CEO does not have to be a medical or short-term mission expert. The staff and advisory committee are very adept in these areas. However, he or she must have a good understanding of general medicine and how it applies to short-term missions and be comfortable discussing and communicating the issues to a wide variety of constituents.

Relational

- ✓ Lead through wisdom. Wisdom generally means masterful understanding, skill or expertise. The possession of wisdom enables a person to cope with adversity and handle difficult situations masterfully.
- ✓ Have a demonstrated ability to build relationships with a broad range of people (HHH volunteer staff, active and prospective HHH partners worldwide, Board members, and leaders in the evangelical world and the nonprofit sector at large)
- ✓ Possess a personal warmth that invites trust and a personal integrity that never forfeits the trust that is offered
- ✓ Be patient
- ✓ Be noted for a collaborative and redemptive spirit.

Communications Skills

Superior communications skills are critical to effectiveness as the CEO of HHH. The CEO is a representative, ambassador and spokesperson to the donor public and prospective partners. He or she is also head of the staff and primary interface with the Board. The CEO must

- ✓ Be a seasoned and well-rounded communicator in oral, written, and technological media
- ✓ Have the heart of a peacemaker, mediator and arbitrator; be able to communicate with candor and confront with a spirit of love
- ✓ Be composed under stress

Where is the Successful Candidate Today?

One essential requirement of the next CEO is that he or she brings to the position a very good understanding of the world of evangelical ministries; so wherever the next CEO comes from, this core understanding will be a requirement. The nature of the position does not allow time for someone to learn on the job.

So, where is the next CEO of HHH today? What kinds of places might s/he have worked and what kinds of work and life experiences might he or she have had as preparation for this job? The following examples are certainly

not meant to be either exhaustive or restrictive, but they are a good starting place.

- ✓ It is logical to think that the next CEO of HHH is a retired or semi-retired person who has worked in a senior leadership or board position for a non-profit evangelical or related ministry. Understanding the realities of leading an evangelical ministry would give the candidate many of the insights needed to lead HHH.
- ✓ The candidate will have a personal call to be working in a great commission ministry.
- ✓ This person will probably live in or near San Luis Obispo County in California.
- ✓ The candidate will have the discretionary time available to spend working to grow the organization.
- ✓ This person will have an independent income that provides for the majority of his or her current income needs until such time that funds can be raised to pay a reasonable compensation for his or her time and effort.

The job experiences that people from the above categories might have in common are:

- ✓ A working knowledge of the reality of raising a large budget in today's competitive philanthropic environment
- ✓ A working knowledge of leading a nonprofit organization in today's complex social, legislative and judicial environment.
- ✓ Knowledge of working with the variety of leaders who lead ministries and other nonprofits of all sizes.

If you are committed to the mission and vision of HHH, have a mature Christian faith, and if what you have read in this Opportunity Profile fits what God is calling you to do, we want to talk with you.

Application Process

Applications are currently being accepted.

Chairman of the Board
His Healing Hands
3750 La Cruz Way, Suite A
Paso Robles, CA 93446.

Attach a copy of your resume. When formatting your résumé, we would like to know the following for each professional position that you have held.

- ✓ Name of company / organization
- ✓ Location of your position
- ✓ Job title
- ✓ Specific dates of employment (month and year of start and end)
- ✓ Position to which you reported and positions that reported to you
- ✓ Primary responsibilities and achievements
- ✓ Aspects of the position which most directly prepared you to be the CEO of HHH
- ✓ What you most enjoyed or disliked about the job
- ✓ Reason for leaving

Of course, only so much information may be conveyed in a resume. In order to help us get a more complete picture of you and your interest in HHH, please provide us with responses to the following questions:

1. Describe your faith in Christ. Tell us how you came to know the Lord, something about your journey with Him, your current walk and how your relationship with Him has affected your career. Also incorporate any involvement you have had with your local church and/or Para church ministries.
2. Describe two of the most formative experiences from your spiritual pilgrimage that have helped define you as a person, disciple and servant of Jesus.

3. List all of your formal professional training and any degrees or honors that you may have received.
4. Based upon what you have learned about this position from this document and any other sources, what excites you most about this position? What is your greatest apprehension? When you look at the Opportunity Profile, what would have to be added or taken away to make this more attractive to you?