

Job Description: CPFI Administrative Director

Draft 7/13/26

1. Assumptions

- a. The Administrative Director will adhere to and be a strong advocate for the Articles of Faith as presented in the CPFI Bylaws.
- b. The Administrative Director will model Christian character and personal growth with outreach a very evident part of his/her lifestyle.
- c. The Administrative Director will be trained and/or knowledgeable in the field of business administration and in organizational management.
- d. The Administrative Director will communicate effectively by embracing a variety of mechanisms including written, verbal, electronic, recorded, etc.
- e. The Administrative Director must be self-directed, trustworthy, and possess the necessary skills and knowledge to guide decisions for the organization.

2. Basic Responsibilities

- a. The Administrative Director will participate in CPFI Executive Committee meetings when requested by the President or Executive Director where he/she will provide necessary information to the board of directors.
- b. The Administrative Director must attend all CPFI Board meetings and should provide necessary information to the Board of Directors. He/she will provide a report on activities at the annual and mid-year Board Meetings.
- c. The Administrative Director will provide broad oversight and management for the affairs of the CPFI organization including the following:
 1. Operates and manages the CPFI remote office and, when needed, the physical office currently located at the Christian Medical Dental Association office in Bristol, TN.
 2. In collaboration with the Chair of the Membership Committee, supports all CPFI Membership activities.
 3. In collaboration with the Treasurer and external accountant(s), supports sound fiscal management of financial resources.
 4. In collaboration with the Secretary, supports document management and recordkeeping.
 5. Plans, budgets for, and markets the annual meeting and other outreach events.
 6. Provides oversight and direction for all communications and publications of CPFI.
 7. In collaboration with the Executive Committee, participates in organizational policy making, including all proposed bylaws changes.

3. Specific Duties – provide oversight of:

a. Office Management

1. Communicates effectively with members and others to manage their requests.
2. Maintains and assures appropriate access to information on the CPFI website.
3. Oversees administration and use of CPFI social media communication.
4. Orders, maintains, and accounts for office supplies and materials.
5. Designs, edits, and produces forms and documents.
6. In collaboration with the Secretary, maintains all historical records and materials of the organization.
7. In collaboration with the Executive Committee, maintains and updates a written office policy and procedure manual.
8. In collaboration with National Student Council (NSC) leadership and designated Board of Director liaisons, supervises student and professional volunteers.

b. Membership Activities

1. In collaboration with the Chair of the Membership Committee, oversees all aspects of the membership database and CPFI's website, as well as:
 - a. Maintains current membership records
 - b. Processes and monitors all information pertaining to membership renewals
 - c. Initiates recruitment and retention strategies
 - d. Maintains a robust use of electronic membership tools as appropriate.
2. Liaises with the Student Chapter Advisory Committee related to student chapter activities and student memberships.

c. Fiscal Management

1. In collaboration with the Finance Committee, the Administrative Director:
 - a. Is responsible for all organizational accounting activities including annual budget and monthly financial reports.
 - b. Develops and initiates fundraising activities as appropriate.
 - c. Keeps financial records and prepares annual budget, monthly financial reports and statistical reports as requested by the CPFI Board.
 - d. Oversees all financial transactions.
 - e. Processes all required state and federal forms (social security, insurance, and state tax reports, annual reports, state registration for solicitation, etc.)
 - f. Reviews and negotiates all legal contracts and agreements.
 - g. Researches and processes all licensing requirements.

d. Meetings

1. In collaboration with the Annual Meeting Committee and the Educational Affairs Committee, plans and executes the CPFI Annual Meetings and other outreach events
2. In collaboration with the Chair of the Educational Affairs Committee, assures Continuing Education is obtained when needed
3. In collaboration with the Chair of the NSC, assists with and oversees the budgets for student retreats (national and regional).

e. Communication

1. Serves as a member of the Publications Committee.
2. Oversees all CPFI publications.
3. Oversees all CPFI marketing needs.

f. Other

1. Any additional tasks assigned by the President or the Executive Director.

Job position credentials:**Required**

1. At least 3 years of demonstrated and effective experience in organizational support
2. Demonstrated effectiveness in office management
3. Demonstrated effectiveness in large event planning and execution

Preferred

1. Demonstrated deployment of technology and electronic means to enhance organizational communication and efficiency
2. Demonstrated support in member, donor, and customer support efforts