



Mennonite Disaster Service

Position Title: Executive Director (ED)
Job Status: Full-Time/exempt position
Location: Lititz, PA
Revised: January 26, 2026

Primary Responsibility

Overall strategic and directional responsibility for communicating and executing the Mennonite Disaster Service (MDS) vision and mission.

Reporting Relationships

Reports to the MDS U.S. Board of Directors through the MDS U.S. Board Chair

Direct Reports to Executive Director:

Director of Project Operations (DPO)
Director of Administration (DOA)
Director of Resource Development (DRD)
Executive Assistant (EA)
Works collaboratively with the MDS Canada Executive Director (CED)

Key Responsibilities:

1. Strategic and Directional:

- Develop, with the Executive Team and in collaboration with the MDS U.S. Board, a strategic plan which incorporates goals and objectives that work towards the long-term sustainability of MDS U.S. to achieve its mission
 - Executive Team consists of ED, DPO, DOA, and DRD, with a focus on overall organizational leadership and strategy
- Nurture and promote, in collaboration with the CED, “one MDS” with units, regions, MDS U.S., and MDS Canada.
- Collaborate with DPO to formulate and sustain collaborative and cooperative relationships with faith based and secular - disaster related organizations and government agencies

2. Communication:

- Act as primary U.S. spokesperson for MDS, advocating and promoting its’ vision and mission
- Inspire volunteers and MDS U.S. employees through frequent project visits, regular communication – verbal and written, and inspirational stories from the field
- Collaborate with DRD on external communications to ensure a consistent, coherent message with constituency and the media
- Collaborate with DRD on resource generation to cultivate and maintain donor relationships

3. Implementation:

- Execute, with the Executive Team, the goals and objectives of MDS U.S.
- Ensure that Directors and their departments engage in coordinated mid-to-long-range operational

planning and goal development.

4. U.S. Board of Directors Relations:

- Engage with the Board in developing a vision and strategic plan to guide MDS
- Advise the Board on all aspects of MDS' activities
- Ensure the Board has information needed to make decisions
- Foster effective teamwork between the Board and staff
- Collaborate with the board and Executive team in formulating policies and recommendations for approval by the Board and ensure departments create procedures to implement the policies
- Plan, in consultation with the Board Chair and Secretary, Board of Directors and Delegates meetings and Board development
- Available to serve on board committees and board task forces in an ex officio (non-voting) capacity

Qualifications:

- Knowledge of and passion for the MDS mission, vision and core values
- Commitment to the Anabaptist faith and peace position and active in an Anabaptist church
- Demonstrated commitment to the MDS lifestyle expectations and Anabaptist shared Convictions as outlined in the Employee Policy Handbook
- Understands and is committed to MDS program and constituency
- College or graduate level degree with at least six years of senior management and three to five years of church organization experience
- Aware of and familiar with the vast range of MDS constituency theology & culture

Essential Skills:

- Strategic visionary, passion, integrity, self-motivated, entrepreneurial, and mission-driven
- Strong written and verbal communications skills, a persuasive and passionate communicator with excellent interpersonal and conflict resolution skills
- Successful experience working with Boards
- Ability to work effectively in collaboration with diverse groups of people
- Excellence in organizational and project management with the ability to coach staff and manage teams
- Demonstrated experience working with volunteers and volunteer groups
- Knowledge and understanding of Anabaptist and other disaster response organizations in both Canada and the U.S.
- Demonstrated computer proficiency including familiarity with Microsoft Office Suite
- Risk management experience helpful
- Availability and willingness to travel in the U.S. and Canada approximately 30% time
- Physical Requirements: Work is mostly sedentary with some standing, walking, bending and moving items less than 20 lbs. Work Environment: The MDS office is located in a rural area with easy access to Lancaster city, downtown Lititz and several other small towns. The MDS office is primarily an open office environment with work areas sectioned off by cubicles. With the use of normal safety precautions typical of offices, meeting rooms, and in commercial vehicles, there is low risk of danger.