

## **JOB DESCRIPTION: DIRECTOR OF ENGAGEMENT (MIAMI)**

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<b>Department:</b>	Engagement
<b>Reports To:</b>	Executive Director of Child Hunger and Engagement
<b>Recruited By:</b>	Executive Director of Child Hunger and Engagement
<b>Approved By:</b>	Vice President of Engagement and Strategic Operations
<b>Organizational Unit:</b>	Headquarters
<b>Status:</b>	Full-Time
<b>Classification:</b>	Exempt

### **JOB SUMMARY**

The Director provides comprehensive church and community development services in support of the organization's vision, mission, values, strategic plan, goals and development philosophy. Through relationships and presentation, the Director secures partnerships with churches, community groups, key government leaders, and businesses. The Director cooperates with the Engagement team to develop strategies for enhancing church and community support by identifying a portfolio of churches, community groups, and businesses for relationship management. The Director also oversees administrative staff and maintenance staff in the Miami region. The Director actively enlists, trains, and oversees volunteers.

### **ESSENTIAL DUTIES AND FUNCTIONS**

- Create a strong team culture through organizing weekly devotions and by leading monthly staff meetings.
- Actively participate in speaking engagements in churches, community groups, and businesses.
- Recruit churches, community groups, and businesses for tours on campus, volunteer opportunities, and OMC-Global mission trips.
- Participate in various events including, but not limited to, the Florida Baptist Convention, Regional Association Meetings and local church mission events for church engagement purposes as described above.
- Proactively seek to engage churches across denominational lines for the purpose of recruiting volunteers, and other types of engagement.
- Provide oversight for the Miami region volunteer program.
- Coordinate volunteer recognition efforts to include awards, birthdays, anniversaries, and appreciation notes.
- Work alongside the Single Mom's program staff to ensure an excellent experience for our clients on Thursday nights during the single mom's support group. This includes overseeing volunteers and setup and breakdown for the meetings.
- Promote the Single Moms Program, recruit volunteers for the program, and seek financial partners to help support the program.
- Supervise the maintenance staff to ensure the campus is in excellent condition, and surrounding grounds and facilities are kept in an attractive manner.
- Work with the Engagement team to frequently research and evaluate church giving records, demographics and culture in order to systematically determine the best churches, businesses,

community groups, government entities, and civic groups that are prospects for cultivation and solicitation.

- Maintain a portfolio of churches, community groups, and businesses for the purpose of increasing financial support through Cooperative Program Giving, Mother's Day/annual Offering, annual budget support, sponsorships, partnership agreements, project development, and in-kind donation drives.
- Work with the VP of Church Engagement and Strategic Operations, Executive Director of Child Hunger and Engagement, Directors in the Programs Department, and Directors in the Development Department, as well as Communications staff, to develop a comprehensive and cohesive approach to community engagement.
- Work with the Engagement team to set annual goals in order to measure success in all areas.
- Refer requests for information to programs staff as appropriate and follow up as needed.
- To plan, monitor and evaluate the annual budget and monthly expenditures.
- Maintain consistent and accurate records of all communication and activity with churches, community groups, and businesses in Raisers Edge.
- Perform all other duties assigned by Executive Director of Engagement and Child Hunger.

#### MINIMUM QUALIFICATIONS

- Bachelor's degree preferred
- Experience in public speaking, project management, development and PR, budget management, and strategic planning desired
- Knowledge or experience in orphan care ministry preferred

#### KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Ability to work with personnel in all phases of program ministry, church engagement, communications and financial development process.
- Ability to develop and execute strategic plans for churches, community groups, and businesses to engage in partnership with FBCH/OMC.
- Ability to delegate and share responsibilities with other personnel as the situation requires.
- Ability to take overall responsibility for the development and administration of a creative and comprehensive church engagement plan.
- Ability to see the big picture and to bring those concepts to the engagement process and communicate it clearly to our constituents.
- Ability to establish positive relationships with children, youth and adults.
- Sensibility to the cultural differences that exist among the organization's service population and staff.
- Knowledge or willingness to learn the Raiser's Edge data base program and utilizing it to maximize the engagement program at FBCH/OMC and Hope Street.
- Willingness to work the Executive Director of Child Hunger and Engagement in effecting long range planning for the overall program.
- Ability to communicate effectively in written and verbal formats.
- Ability to travel throughout Florida and other states as needed. Most travel is done during business hours; however, some overnight travel is required.

- Willingness to speak and represent FBCH/OMC at churches on weekends.
- Have the necessary expertise to lead our staff and ministry in how our story can best be communicated to our churches, community groups, and businesses.

#### SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in witness activities as a normal part of life.

#### PHYSICAL DEMANDS

**These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. Ability to lift up to 30 pounds (boxes, documents, and/or equipment).

#### WORK ENVIRONMENT

**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Job functions are performed in a normal office environment. The position requires flexibility in scheduling and travel throughout the region.

*I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.*

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Dated: \_\_\_\_\_