

## **JOB DESCRIPTION: ORPHAN CARE COORDINATOR**

---

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

### **JOB SUMMARY**

The Orphan Care Coordinator has overall responsibility for the recruitment and coordination of churches to establish comprehensive and customized orphan care ministry programs throughout the Southwest Florida Region. The purpose of the position includes training our churches to engage in and support foster and adoption care, prevention and wrap-around services for children and families, international orphan care ministry, prayer and financial support of orphan care ministry through FBCH and One More Child.

### **ESSENTIAL DUTIES AND FUNCTIONS**

- To meet and maintain agency strategies and goals as outlined by the supervisor and ensure program goals and objectives are achieved within prescribed time frames.
- To maintain a strong working relationship with our regional partnership/host church by actively communicating with staff liaison and providing ministry reports when requested.
- To establish a prototype for an Orphan Care Ministry at the partnership/host church to serve as a leader and model for other churches in the area.
- To schedule and meet with area Pastors/Church leaders for the purpose of sharing all ministry opportunities of FBCH and One More Child with an intentional focus on Foster Care recruitment and referrals, establishing a wrap-around support system for foster/adoptive parents through Orphan Care Ministry training in churches, recruiting Global mission trips and encouraging financial and prayer support for the ministries of FBCH/OMC.
- Develop opportunities for foster care and other orphan care ministry engagement within the local churches by hosting regional interest/info/training events.
- To forward communication/inquiries about FBCH/OMC ministry opportunities to appropriate staff for follow up.
- To train Orphan Care Ministry Teams in the local church(s).
- Make personal contact and establish relationships with local CBC organizations, DCF and Community organizations to inform them of our recruitment and referral program and other services available in partnership with area churches.
- Proactively seek speaking opportunities in which all ministry programs of FBCH/OMC are shared.
-

- To participate in continuing education opportunities, including agency in-service training, professional seminars, workshops, and conferences.
- Develop a comprehensive community engagement plan for SWFL for volunteer support for foster care and campus care.
- To keep records of all contacts and activity through the use of Raiser's Edge data base system.
- To perform such other duties as assigned.

#### MINIMUM QUALIFICATIONS

- Bachelor's Degree from an accredited college or university; preferably in Marketing, Public Relations, Business Management or a related field.
- Desire to do additional systematic self-study and other training to upgrade knowledge, skills, and other related training
- Experience in public speaking, project management, development and PR, budget management, and strategic planning
- Solid knowledge of church culture and Southern Baptist policy at local, state, and national level is desired but not required
- Knowledge of or experience in child social services is a plus

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

- Ability to see the big picture and to bring those concepts to the church relations process and communicate it clearly to our constituents.
- Ability to take overall responsibility for the development and administration of creative and comprehensive church relations plans.
- Ability to work with the Vice President and Directors of Church Relations and all other personnel in all phases of program ministry: church relations, communications, financial development and programs process.
- Ability to creatively meet needs of changing church dynamics.
- Ability to establish and build upon personal relationships with adults, youth, and children-to cultivate and maintain long-term relationships of engagement with constituents.
- Ability to confidently motivate others to engage in partnership (both hands-on and financially) to support FBCH/OMC ministries including church leadership, groups and individuals.

- Ability to listen and discern, then develop, execute and maintain strategic, individualized orphan care ministry plans based on the desires and needs of each church.
- Skilled in delegating and sharing responsibilities with other personnel as the situation requires.
- Demonstrated sensitivity to the cultural differences that exist among churches, the organization's service population and staff.
- Ability to accurately research and communicate needs of children and families in assigned region.
- Knowledge or willingness to learn the Raiser's Edge data base program and utilize it consistently with competence to maximize the Church Relations program at FBCH/OMC.
- Ability to communicate effectively in written and verbal formats. Proven facilitation and presentation skills while having the necessary expertise to lead our staff and ministry in how our story can best be communicated to our churches/church groups.
- Proven ability to be self-directed and work with minimal supervision.
- General knowledge of standard office practices and office equipment.

#### 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.



Florida Baptist Children's Homes/One More Child is an equal opportunity employer

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. The position requires the ability to work mobile between various geographical locations.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. The 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: \_\_\_\_\_