

JOB DESCRIPTION: EXECUTIVE DIRECTOR OF ENGAGEMENT

Department:	Engagement & Strategic Operations
Reports To:	Executive Vice President
Recruited By:	Executive Vice President
Approved By:	President
Organizational Unit:	Headquarters
Status:	Full-Time
Classification:	Exempt

JOB SUMMARY

The Executive Director of Engagement 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 Executive Director utilizes "moves management" skills to secure partnerships with church and community partners (businesses, colleges, etc.). The Executive Director provides oversight and direction for the Engagement team to develop strategies for enhancing church and community support by identifying and mobilizing a portfolio of church and community groups partners for relationship management.

ESSENTIAL DUTIES AND FUNCTIONS

- Provide oversight and direction to the Engagement team, frequently researching and evaluating church and community partner giving records, demographics and culture in order to systematically determine the best partner prospects for cultivation and solicitation.
- Work with the Executive Vice President, Vice President of Strategic Partnerships and Executive Director of Operations, as well as staff in other organizational departments, and to develop a comprehensive and cohesive approach to community engagement
- Provide direct supervision for all Engagement staff and ministry Networks staff
- Set annual goals for Engagement and Networks staff to measure success in all areas
- Develop and implement a "moves management" system that will enable the effective cultivation and solicitation of specifically segmented church and community partners
- Provide oversight to key events like CAFO, SBC, FBC, Association meetings and more
- Provide oversight to, and development and implementation, One More Child Networks
- In collaboration with Communications team, provide oversight and direction to Annual Offering
- Refer requests for information to programs staff as appropriate and follow up as needed
- Maintain a portfolio of church and community partners for the purpose of increasing financial support through giving, annual budget support, sponsorships, partnership agreements and more
- Proactively seek to engage churches across denominational lines for the purpose of recruiting volunteers, and other types of engagement, for One More Child
- Maintain accurate records of all activity with church and community partners in Raisers Edge.
- Actively participate in speaking engagements in churches, community groups, and businesses.
- Perform all other duties assigned by Executive Vice President

MINIMUM QUALIFICATIONS

- Master's degree required
- Experience in public speaking, project and budget management, development and PR, 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 church and community partners to engage in partnership with 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 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/staff.
- Knowledge or willingness to learn the Raiser's Edge data base program and utilizing it to maximize the engagement program at FBCH/OMC.
- Willingness to work with Executive Vice President in effecting long range planning for the ministry.
- 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, businesses and colleges 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 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: _____