

Job Description: Area Director

Business (Specific) Job Title:	Area Director	Team:	Global Mission
FLSA Category:	Exempt	Supervises/Directs:	Administrative Assistant
Reports To:	AED Global Mission	Deployed/ Hybrid:	Both

Summary/Objective:

Area Directors are responsible for performing program and supervisory-related duties on a professional level for specific global region(s). They work closely with senior/executive staff management in supporting multiple constituencies – global servants, international partners, local American Baptist churches, individuals, and the Board of Directors.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Support International Ministries' global servants – including providing care, work direction, guidance through policy interpretation and implementation, review of annual reports, counseling and/or corrective/disciplinary action. Participate in the annual Conference for Missionaries (CFM), visit, and communicate regularly to provide support and supervision.
2. Develop, maintain, and strengthen relationships that foster healthy cross-cultural partnerships that enhance the life and mission of International Ministries; communicate and visit to be appropriately informed, to represent IM at partner events/celebrations, and to sustain our commitment to be present with and walk alongside our partners.
3. Lead in the management of project funding for partners and budgeted funds for missionaries -- including collaboration with partners in the preparation – sometimes writing – of grant proposals for our World Relief Committee, the Palmer Grant committee, and others when necessary. Assist with the development of a portion of global servant budgets; and approve the release of project funds for global servants in compliance with IRS requirements.

Non-Essential Functions:

The following functions are important to this position but may occur less frequently and are required to perform any other duties that may be assigned on an as needed basis. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

1. Support the work of home-office staff colleagues – being a dependable resource to assist with mission education, communications, budget development and fundraising; and encourage the work of Mission Partnership Teams (MPTs).
2. Facilitate the participation of American Baptists – local churches, individuals, Regions, and national organizations – in God's mission, globally (cross-culturally) and locally (counter-culturally) – through mission education and mobilization; coordination of a variety of cross-cultural, international mission experiences; deputation and representing IM in churches and at regional and national events like the World Mission Conference and ABC Mission Summit / Biennial.
3. Assist in the cultivation and discernment process for global servant candidates, both long-term employees and short-term volunteers -- from ongoing communication with international partners to secure requests for global service opportunities; to participation in our Hear the Call Retreats; to reading and review of initial candidate applications; to ongoing conversations/candidate interviews; through our process of endorsement,

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appointment, orientations, commissioning, and assignment. Assist with arranging exploratory or vision trips for global servant candidates, and sometimes accompany them.

4. Represent IM as a participating member in various mission-related, denominational, and ecumenical organizations. Speak on missions at churches, meetings, and conferences while promoting good relationships with other organizations to help share the message and explain the work of our global servants and partners.

Qualifications and Required KSA:

Education, License, Certification

1. Minimum Bachelors degree in Religion, Sociology, Philosophy or related field plus global ministry experience.
2. Masters degree in Missions, Divinity, Theology, Religion or related field, a plus.
3. Ordination; preferred but not required.

Experience (job-related)

1. Cross-cultural ministry experience, i.e., global servant, Christian mission administrator

Knowledge, Skills, and Abilities (KSA)

1. Experience in administrative and financial tasks
2. Relationship building, supervision and pastoral counseling
3. Ability to travel domestically and internationally; navigating travel arrangements and ability to obtain Passport/Visa.

Team and Relationships (Accountability of Functions):

1. This position directly supervises and supports one support staff/Administrative Assistant.
2. This position supports and supervises global servants in assigned region(s).
3. This position collaborates very closely with the other area directors and the Global Mission Team.
4. This position is crucial to the smooth operation of the whole: necessary for partner relationship and mission opportunities and to the support of staff functions such as communications and mission education, finance and fundraising, constituent relations and mission advancement.
5. This position reports directly to the Associate Executive Director for Global Mission.

Work Environment and Physical Demands:

This job may function in an internationally deployed or domestic hybrid professional office environment. If internationally deployed, expenses for required travel to and from the deployed location to the United States for required meetings and events will be covered by IM. While functioning from a domestic hybrid location, expenses for travel and lodging to the IM office for routine meetings and events (in-person interviews, orientations, etc.) are the personal responsibility of the employee. Job responsibilities involve routine use of standard office equipment such as laptop computers, photocopiers, telephones, etc. While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision and ability to adjust focus. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

Reasonable Accommodation for Disability

Any employee who believes that a reasonable accommodation is required for purposes of federal or state disability law is required to contact Human Resources to begin the interactive exchange process.

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Travel and Over Time governed by FLSA (Fair Labor Standards Act):

This position is expected to travel 35% of the time. Exempt and Non-Exempt FLSA Categories have different standards applicable to travel and over time. Please seek specific guidance from the Supervisor and Human Resources for employee policy and best practices.

Disclaimer:

The information provided in this Job Description has been designed to indicate the general nature and level of work performed within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees that are assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract. Please refer to the Offer of Employment which may outline additional specific qualifications and requirements in the employment agreement or contract.

International Ministries expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of International Ministries' employees to perform their job functions will not be tolerated.

Date of Last Revision: August 24, 2022

This job description has been approved by all levels of management. The Employee signature below constitutes employee's understanding of the requirements, essential/non-essential functions, and accountability of the position.

Acknowledgment / Approval

	Name	Signature	Date Signed
Employee:			
Supervisor:			
Human Resources:			