

Job Description: Director Mission Mobilization



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

Summary/Objective:

The Director of Mission Mobilization facilitates the development, recruitment, and sending of new long-term global servants from the United States and Puerto Rico to work alongside IM's international partners in ministries related to IM's global ministry priorities. This involves identifying and publicizing opportunities and needs for global servants, cultivating relationships with prospective global servants to counsel them in discernment of call, managing IM's application and assessment process for mission candidates, and training and supervising pre-assignment global servants in network-building, fundraising, and preparation for long-term mission service.

Essential Functions:

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

1. Collaborate with Area Directors to identify, prioritize, and publicize opportunities and needs for placement of long-term global servants in ministries alongside international partners.
2. Oversee the ongoing development and implementation of organizational processes and systems that facilitate and support the recruitment and sending of new global servants, including data management (Salesforce), communications, tracking of support revenue and expenses, records retention, etc.
3. Identify and establish relationships with prospective global servants through (a) participating in IM events and programs (World Mission Conference, Hear the Call Retreat); (b) participating in mission events related to American Baptist Churches (ABC Biennial Mission Summit, region conferences, etc.) and the broader Christian community (Urbana, Global Mission Health Conference, etc.); (c) cultivating relationships with Christian universities and seminaries; (d) and responding to inquiries from interested persons and referrals from current IM global servants and staff, ABC regional personnel, and local church pastors.
4. Counsel, guide, and coach mission candidates in discernment of God's call and navigation of IM's application and assessment process for global servants.
5. Oversee the ongoing development and implementation of a program of training and preparation for new global servants in network-building and fundraising, security and safety, cross-cultural competence, and personal development and fitness for cross-cultural ministry.
6. Supervise and coach pre-assignment global servants in their network-building, fundraising, and pre-assignment preparation for cross-cultural ministry.
7. Participate in meetings and work of IM's Global Mission Team to ensure that mobilization of new global servants aligns with IM's overall organizational strategies, goals, policies and practices.

International Ministries provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, International Ministries complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company operates. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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Qualifications and Required KSA:

Education, License, Certification

1. Bachelor's degree in a mission or ministry-related field (pastoral ministry, youth ministry, counseling, education) required, Masters degree preferred.

Experience (job-related)

1. Minimum of 10 years experience in global cross-cultural ministry and/or local church ministry (as pastor, youth minister, counselor, or educator).

Knowledge, Skills, and Abilities (KSA)

1. Understanding and enthusiastic support for IM's vision "on earth as it is in heaven" and core values of faith, service, and community.
2. Working knowledge of and established relationships with American Baptist Churches USA and/or an ABC regional organization.
3. Excellent written and verbal communication skills, capacity to teach, preach, and provide individualized coaching, and use social media in communications and network-building.
4. Technical competence in MS Office systems (Word and Excel), experience in Salesforce preferred.

Team and Relationships (Accountability of Functions):

The Director of Mission Mobilization reports to the Associate Executive Director for Global Mission and provides oversight for recruitment and assessment of mission candidates and training and supervision of pre-assignment global servants. As a member of the Global Mission Team, he/she ensures that these functions align with IM's overall organizational strategies, goals, policies, and practices. He/she supervises the work of an Administrative Assistant for Mission Mobilization.

Work Environment and Physical Demands:

This job may function in a hybrid professional office environment. Expenses for travel and lodging from a remote location 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 or 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 30% 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:			