



**Ministry Position Description**  
**MISSIONS DIRECTOR**  
**Missions Dept.**

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**Qualifications We Seek:**

1. Education: This position requires a Bachelor's degree, preferably a Master's degree;
2. Experience: Skill and experience in mission service, stateside and abroad, including both guiding short term projects and working with career missionaries. Experience and/or training for mission fund-raising and oversight of mission funding a plus.
3. Communication/Teaching: Ability to communicate our mission efforts to enlist mentor candidates and church support; willingness to travel to represent Global events, guide mission teams and visit field sites. This position will require training mentor candidates and teaching at our Institute (must adhere to Global Statement of Faith).
4. Administration/Management: Ability to supervise, guide and manage hands-on implementation of all mission efforts; experience in managing budgets and timelines; familiarity with procedures regarding charitable giving.
5. Ministry & Interpersonal: Interest in missions and/or youth ministry as it relates to our global mission, Ability to work well with both office and field personnel. Enjoys training, supervising and discipleship of mentors and college-age Interns;
6. Attitude: A positive, can-do attitude is essential for this role. Flexibility and skills at upper level of management to lead complex projects with multiple staff and at the hands-on contributor level; Pleasant attitude while juggling numerous projects under the pressure of frequent deadlines;
7. Longevity: Demonstrated ability to stay with a position/job (we are seeking long-term stability).

**I. STATESIDE MISSIONS MINISTRY**

**A. Stateside Mission Projects, Camp Tracks, Mission Projects**

- Develop a plan to involve young people and churches in mission efforts to reach youth around the world through local projects; regional events, training and conferences; youth camp mission tracks and stateside mission camps/mission projects and recruitment for the Global Institute;
- Develop, expand plan and conduct stateside mission camps and mission tracks at camps;
- Plan, supervise and/or conduct stateside short-term mission projects.

**II. INTERNATIONAL MISSION MINISTRY**

**A. Enlistment of Mission Staff:**

- Personnel/Promotion: Enlist prospective mission staff to live and serve abroad through all available means: printed mailings, social media, church/college/seminary campus visits, speaking engagements, interviews, on-sight ongoing Mission Visit Days, etc;
- Program: Develop on-campus and online opportunities for potential candidates to learn about overseas mission needs and mission work with youth.

**B. Training of Mission Staff:** Provide effective training for mentor candidates:

- Place: Develop a long-term plan for overseas Mentor locations, including site inspection, placement of Mentors, airfares, etc.;

- Program: Teach Institute Missions and Mentor Track Courses through the Global Institute; Guide all off-site mentorship training.

### **C. Supervision of Global Missions Staff**

Global Mentor Funding: Develop systems for effective oversight of all charitable gifts to support ministry abroad:

- Promote charitable giving and all associated record keeping, tax contribution records, etc.;
- Church Relations: Develop church partnerships for Mentors abroad; Maintain regular communication and partnerships with churches to participate in mission efforts/giving.
- Maintain all needed database information regarding Mentors; supervise disbursement of funds for mentors' work abroad; maintain accurate record keeping to substantiate expenses and ministry efforts abroad; supervise mentors' finances.
- Personnel supervision: Provide oversight of overseas personnel, TLC abroad (transportation, lodging & food, etc), regular reporting and supervision of all Mentor activities and ministries abroad. Develop policies related to stateside assignments, continuing education, finances, etc.

### **D. Support of Global Missions Staff through International Projects & Associates**

- Develop strategic plan for individual and church participation in mission projects in cooperation with our mission staff abroad and into new mission sites where needed:
  - Place: Secure locations for church teams and individuals, working with mentors to develop budget, logistics, program;
  - Promotion: Enlist and prepare church short term mission teams, including promotion, recruitment, interviews, placement, supervision, discipleship and debriefing;
  - Maintain home office contact with mission groups overseas, and provide post-trip debriefing;
  - Train and provide on-site project coordinator for assigned projects;
- Develop a strategic plan in cooperation with overseas staff to train and place Global Mission associates abroad for up to one year.

**II. OTHER:** Be available to assist with ministry opportunities with the Institute, facility groups, camps and conferences, missions, and other ministry venues.

- **Camps & Conferences:** Serve as needed to help guide program aspects of events;
- **Mentoring:** Be available to help mentor young adult associates and interns as needed.
- **Other:** Be available to assist with other duties as assigned.