

PRIMARY PURPOSE + FUNCTION

Provide leadership and oversight to corporate and grassroots serving initiatives throughout Mars Hill.

QUALIFICATIONS + EXPERIENCE

- 3-5 year of experience in building and leading teams in a large organization
- 3-5 years of demonstrated success in managing projects in a large organization
- Experience and passion for creating processes and systems that work for people
- Experience with writing or approving grants (preferred, not required)
- Cultural intelligence and sensitivity, developed from international education, experiences, or travel
- Ability to think from a strategic point of view
- Ability to thrive in a high-paced environment, deriving energy from and drawing others into relationships
- Effective skills in leading and caring for volunteers and volunteer teams--both relationally and administratively
- Passion for excellence in both oral and written communications; ability to make presentations to small and large groups
- Ability to create vision, strategies, and goals for a team and manage people and programs in a way that ensures aims and objectives are met
- Demonstrated ability to proactively prioritize, manage, and energetically tackle multiple and simultaneous demands with follow through and determination
- Discernment, maturity, and ability to engage all kinds of issues and individuals at appropriate times and in appropriate settings
- Demonstrated attention to detail and passion for pursuing the highest level of quality in everything
- Ability to work independently, proactively, and under self-direction but with an attitude of healthy interdependence on others

SPECIFIC RESPONSIBILITIES

1. Participating as a member of the Outreach Advisory Council
 - Provide input in decisions regarding which initiatives or ministries will receive funding and other resources
 - Collaborate with other team members to determine type(s) and schedule of events to support selected initiatives
 - Provide Council reports/updates regarding progress toward or results of scheduled events
2. Providing leadership to serving events (as determined by the Outreach Advisory Council) and avenues that facilitate participation for the Mars Hill community
 - Create teams of staff and/or volunteers to coordinate events
 - Provide overall direction, vision, and needed resource to event teams to ensure that events are engaging, well-functioning, and within budget
 - Collaborate with event teams, the Communications team, and others to develop a variety creative ways to connect people to serving initiatives and serving events (“on ramps”)
 - Evaluating events and on ramps on a regular basis, instituting new processes or programs when needed to enhance their effectiveness
3. Providing leadership for grassroots initiatives supported by Mars Hill
 - Serving as the main point-of-contact for grassroots initiative leaders
 - Work with Connections + Involvement Director to create platforms for these initiatives to express themselves
 - Create spaces (both physical and virtual) for these initiatives to get exposure and connection to the Mars Hill community
4. Develop all documentation and systems related to grassroots grants
 - Collaborate with others to determine appropriate parameters
 - Write grant parameters and procedures both the application and approval process
 - Develop instruments that provide accountability for use of grant funds
 - Oversee the annual grant process to ensure funds/resources are distributed and used according to established processes
5. Establishing and participating in a “Serving 101” class/learning opportunity
 - Work with a team to develop class curriculum
 - Schedule and provide general oversight to those managing the logistical aspects of the class

- Participate by teaching/speaking in some or all aspects of the class
 - Regularly evaluate class effectiveness and make changes as needed to enhance the experience of those who attend
6. Collaborating with the C+I Director to centralize the internal and external volunteer opportunity matching on the website
- Develop a pattern/schedule for offering internal and external ministry exposure opportunity
 - Create a system and procedures for submitting opportunities and ensuring that those posted are current and relevant
7. Participating as a fully invested member of the Connections + Involvement Ministry and larger Mars Hill teams
- Attending C + I team meetings and Mars Hill all-staff meetings
 - Participating in ministry-wide events and activities as necessary
 - Assisting the C+I team with other tasks and projects under the direction of the C+I Director

POSITION DETAILS

Team Leader: Connections + Involvement Director

Payroll Status: Salaried, exempt

Office Hours: M-Th Regular office hours
Sunday 8:00 a.m. to 1:00 p.m.
Other events as scheduled