

Outreach Director

Department: Discipleship

FLSA Status: Non-Exempt

JOB SUMMARY: The Outreach Director is a member of the Discipleship Team responsible for creating opportunities, in conjunction with our local and international partners, for individuals in our congregation to engage in service and outreach. The primary goal of the Outreach Director is to mobilize our congregation for service and integrate outreach into discipleship at Browncroft for kids, students, and adults.

REPORTS TO: Discipleship Pastor

ESSENTIAL FUNCTIONS:

Global Outreach

- Identify, plan, promote and oversee short-term mission trips including individual and team preparation for adults, students, and families.
- Plan, organize, and oversee the annual Global Outreach Celebration.
- Provide care and support for our global partners on the job, during home assignment, and transition periods for their ministries.
- Stay up-to-date and current with what is happening in parts of the world relevant to our supported global partners.
- Oversee and manage the Missions Fund in conjunction with volunteer leadership team.
- Encourage and facilitate intentional joint ministry partnerships with the global Church (e.g., Peru) and Browncroft ministry leaders.

Local Outreach

- Recruit, mobilize, develop, and equip our congregation to regularly engage with our local outreach partners through service.
- Provide consistent opportunities for our congregation to meet the needs of our city and local community through service and giving opportunities.
- Establish, manage and oversee strategic partnerships between Browncroft and organizations meeting the needs of our local community.
- Develop and lead our partnership efforts with the Rochester City School District (RCSD) to mobilize our congregation into service and support of administrators, teachers, kids, and families in our city.
- Oversee and manage the local outreach budget to fund ministry activities.

Communication

- Regularly communicate outreach opportunities, needs, and training activities to the church.
- Resource church leaders with information, materials, and ideas developed by our global and local partners.
- Consistently communicate with our local and global partners to stay current with their vision, needs, challenges, prayer requests and praise reports.
- Develop updated resources and provide consistent communication to our congregation through various channels including email, website, social media.

Leadership

- Establish and lead an Outreach Team comprised of staff and volunteers to better connect the ministries of Browncroft and integrate local and global outreach efforts.
- Collaborate with Discipleship Pastor to develop and implement an outreach strategy that extends and supports the current and long-term goals of our church.
- Collaborate with Discipleship Pastor to implement and oversee a strategy to support our global and local partners.
- Incorporate service and evangelism into the adult discipleship pathway in collaboration with Discipleship Pastor and Discipleship team.
- Collaborate with Family Ministry Team to cast vision for service and evangelism with kids and students

ADDITIONAL RESPONSIBILITIES:

- Participate in all required staff and team meetings.
- Accomplishes all other duties and tasks as assigned or requested.

EDUCATION & EXPERIENCE:

- Bachelor's degree required in a job-related field or equivalent combination of related work experience, training, or education sufficient to successfully perform essential duties. Some post-graduate or seminary training preferred.
- A minimum of three (3) years of experience on a church staff required. Experience in missions, local outreach, or adult discipleship preferred.
- Must possess a valid driver's license.

KNOWLEDGE, SKILLS & ABILITIES:

- Mature Christian with a growing relationship with Jesus.
- Ability to listen and both provide and receive feedback.
- Proficient in tools and technologies required to perform the duties of the job.
- Demonstrated ability to recruit, lead, and manage volunteers.
- Strong administrative and organization skills.
- Self-motivated and self-directed individual who is a team player.
- Demonstrated ability to handle confidential and sensitive information.
- Excellent verbal and written communication skills.
- Excellent people skills and reasoning abilities.