

Week of Compassion

Office of the General Minister and President
Christian Church (Disciples of Christ)

JOB TITLE: Associate Director of Week of Compassion
DEPARTMENT: Office of the General Minister and President
REPORT TO: Executive Director of Week of Compassion
JOB CLASSIFICATION: Full-time, Exempt

SUMMARY:

Week of Compassion, the relief, refugee, and development ministry fund of the Christian Church (Disciples of Christ), is seeking an **Associate Director** to help advance its mission “to be the channel for the resources for the Christian Church (Disciples of Christ) in providing ready and compassionate response” to an array of worldwide humanitarian needs. For the past seven decades, Week of Compassion has been changing lives through our humanitarian aid and compassionate care for people around the globe. We are seeking a dynamic, action-oriented team player with a global perspective who can think strategically about advancing our mission in a rapidly changing landscape and engaging diverse communities in our work. As part of the team at Week of Compassion, the Associate Director will be involved in a unique partnership that includes developing new ideas and approaches to fundraising and programs as well as hands-on implementation of projects with other ministries and ecumenical organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist and collaborate with the Executive Director of Week of Compassion to further the organization’s mission and to implement the decisions of the Week of Compassion Committee.
- Represent Week of Compassion in service-related ecumenical structures and strengthen relationships with civic disaster response partners, such as FEMA and local and national VOAD.
- Maintain and strengthen relationships with congregations, regions, and other ministries and organizations within the Christian Church (Disciples of Christ) through speaking engagements, preaching, web and social media.
- Interpret the work of Week of Compassion with children, youth, young adults, seminarians, ethnic constituencies, men and women’s constituencies, and new congregations.
- Collaborate with Disciples Volunteering and ecumenical partners to nurture, guide, and resource local congregations, partners, and the College of Regional Ministers for our response following natural disasters.

SKILLS AND QUALIFICATIONS: The qualifications listed below are representative of knowledge, skills and abilities desired to perform successfully in this position:

- Have standing or be able to obtain standing within the Christian Church (Disciples of Christ);
- A commitment to and theological understanding of mission in its broad range of concerns; a person of faith with grounding in the Christian Church (Disciples of Christ) and its core values; dedicated to outreach, education, and mission
- An understanding and commitment to work with disaster response entities such as the UCC Disaster Ministries, Church World Service (CWS); ACT Alliance; NVOAD, Federal Emergency Management Agency (FEMA), etc.;
- Demonstrated success in program development and administration; experience in budget control and accountability, as well as collaboration with diverse teams;
- Desire and sensitivity to working in diverse racial, ethnic, cultural and religious settings with commitment to diversity in the workplace as well as in one's understanding of mission;
- Ability to work independently and confidentially;
- Experience with social media, electronic engagement, and willing to use and learn cutting-edge platforms and technology;
- Strong speaking/preaching skills, as well as strong verbal and written communication; and
- Flexibility for extensive travel.

All the duties and standards of this position will be performed according to established policies, procedures and guidelines within the Office of the General Minister and President and the wider church.

This job description is not intended to be a complete list of all duties and responsibilities required for the position and is subject to review and change at any time in accordance with the needs and priorities of the ministry. The duties for a specific position with this title will be defined and assigned by the immediate supervisor.

This position may be deployed, with the Associate Director working from her/his home location.

COMPENSATION:

The salary is commensurate with experience and includes full benefits.

APPLICATIONS:

Applications will be received through July 31, 2015 and should include a letter of intent, resume, and at least three letters of reference. Please send applications to Rev. Dr. Todd Adams, Associate General Minister and Vice President, at tadams@disciples.org.

Questions regarding this position may be directed to Rev. Susan Gonzales Dewey, chair of the search committee, at sgdewey@discipleswr.org.

The Office of the General Minister and President is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, disability, veteran status, age, marital status, sexual orientation, citizenship status, national or ethnic origin, and any other protected status. This search is being conducted within the guidelines of the executive search process of the Christian Church (Disciples of Christ).