

## Job description

**Position Title:** Church-based Ministry Director

**Employment Status:** Full time, 40 hours/week

**Reports to:** Executive Director

**Compensation:** Salary commensurate with experience; starting at \$50,000 per year; benefits include Paid Time Off, 401(k) employer contribution plus employer matching, Parental leave for new birth or adoption, flexible remote work, travel expenses reimbursable

### Location

Main office in Crofton, Maryland with regular travel throughout MD/DC.

### Schedule

Generally Monday - Friday; several speaking engagements per year on weekends and evenings

## Organization Description

*Vision:* Every vulnerable mother and child is embraced in Christ's love and the care of his people.

*Mission:* Gabriel Network empowers a committed network of Christian churches to accompany pregnant mothers and families in need by providing practical, emotional, and spiritual support through pregnancy and beyond. It realizes this mission through three programs: a helpline, a church-based ministry, and a housing ministry.

The Church-Based Ministry is the *foundational* ministry of Gabriel Network. Through this ministry, volunteer groups at Christian churches throughout Maryland and DC are organized and trained to provide personal and loving service to pregnant women.

## Position Summary and Deliverables

The Church-Based Ministry (CBM) Director is responsible for all aspects of the Church-Based Ministry. The CBM Director will lead the CBM Team to meet its strategic goals regarding:

- Recruitment of churches to the Gabriel Network
- Maintenance of relationships with church pastors and GN Coordinators
- Training of church GN Coordinators and volunteers (aka Angel Friends)
- Continued mentoring of Coordinators and volunteers
- Expansion of community knowledge of Gabriel Network

## Primary Responsibilities

- Maintain an active prayer life to support this ministry.
- Direct the development of Gabriel Network systems to allow the Church-Based Ministry to grow at scale. Includes recruitment, training, support, community knowledge of the Church-Based Ministry Program as well as collection and analysis of pertinent data to measure progress.
- Direct the identification and recruitment of new churches of various Christian denominations for both new Church-based Ministry Teams and to provide financial support to the ministry.
- Build and maintain relationships with Church-Based Ministry Program stakeholders including church, agency, and community leaders to grow local knowledge of the program and expand partner referrals. This will include:
  - Speaking at church Masses/Services/ministry meetings
  - Visiting, calling and emailing organizations/companies who serve/cater to pregnant women

- Having 1:1 meetings with other leaders who could make decisions about referring pregnant women to us for help
- Lead the Team to accomplish strategic priorities as directed by the Executive Director. Assign tasks to team members, supervise productivity as needed.
  - Build and maintain a personal relationship with Coordinators through a structured communications plan for each current Coordinator and Team keeping thorough notes in database
  - Grow capabilities of current Church-Based Ministry teams, help thriving teams to continue to grow, and apply lessons from thriving teams to teams in need of improvement, including local outreach to grow their ministry
  - Develop and implement Church-Based Ministry recognition markers and acknowledgments.
  - Maintain current volunteer (Angel Friend) roster and service data in database
- Report regularly to the Executive Director.
- Be able to accomplish tasks on-time and within applicable budgets.
- Be vigilant for opportunities to increase funding, visibility, and effectiveness of the Church-based Ministry Program and Gabriel Network generally.
- Perform all duties in a manner that reflects admirably on Gabriel Network and our organizational commitments and culture.
- Other duties as assigned.

### **Preferred Qualifications**

- College or graduate degree in a relevant field and 3+ years of leadership experience in a business, volunteer, or ministry context. Experience growing an organization at scale is highly preferred.
- Has a car and a clean driving record.
- Strong motivational communication skills across various media (in person, oral, written, electronic, social media, etc.), across age ranges, and across Christian denominations.
- Energetic, positive, and ready to talk to anyone about Gabriel Network and what we do. Able to adapt the message to meet various stakeholders where they are.
- Demonstrated communication, collaboration, and relationship development among individuals from various Christian denominations.
- Demonstrated responsibility and experience with business development, volunteer recruitment and networking.
- Entrepreneurial attitude, continually seeking to implement current best practices, energized by challenge and able to accept constructive criticism.
- Self-motivated and able to work both individually and as a team.
- Demonstrated ability to manage a budget.
- Able to work and interact charitably with volunteers, staff, Board members, and various other stakeholders.

### **Education/Experience**

- Bachelor's degree and ability to speak both English and Spanish (Required)
- Project leadership and Relationship management: 2 years (Preferred)