

OUTREACH DIRECTOR

GENERAL DESCRIPTION

This Outreach Director will envision, plan and provide effective local and global outreach opportunities for Rock Pointers to serve others and make a positive impact in our town, our community and in our world, while also helping people get connected and build relationships.

Classification: Exempt; Salary // **Status:** Full Time // **Team:** Experience // **Supervisor:** Randy Deal, Lead Director

WORK SCHEDULE

- Monday - Thursday 8a-4p, varied according to weekend responsibilities.
- Weekends for Outreach Events, Drives, and Projects.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Serve as the primary outreach contact both with local outreach partners and organizations, as well as the Rock Point community.
- Organize and coordinate all outreach activities, with an emphasis on providing serving opportunities open to people with all skill levels.
- Work to maximize the outreach efforts throughout Rock Point KIDS, YTH, YA and Adult Ministries, and serve as their primary outreach contact.
- Coordinate the communications, collection, organization, storage, and delivery for all Rock Point donation drives.
- Serve as the primary contact for all global activities, including international outreach trips.
- Coordinate international travel itineraries with an emphasis on meeting trip goals while maintaining safety for travelers.
- Develop and maintain strong relationships with current global partners.
- Oversee outreach volunteers and develop a system that recruits, trains, schedules, rewards, and guides them effectively.
- Create a team environment that maintains high morale and guides outreach team members to point people to Jesus by loving them like Jesus.
- Identify, recruit, and pour into lead outreach volunteers to ensure an appropriate talent pool to accomplish outreach goals, while also maintaining high levels of professionalism.
- Develop, implement and lead an outreach lead team of high capacity leaders.
- Serve as the primary outreach contact to the Communications Team and ensure effective coordination of activities, goals, accomplishments, and calendar.
- Serve as the primary spokesperson for our outreach endeavors.
- Maintain and track the outreach budget.

- Assist in developing an annual plan, calendar, and budget for Rock Point Outreach.
- Evaluate and develop new avenues to connect Rock Point with the community and ensure alignment of belief and values of all supported organizations.
- Implement outreach activities in accordance with approved Rock Point policies and procedures.

COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Ethics - Treats people with respect; inspires the trust of others; works with integrity and ethically.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports church's goals and values.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Dependability - Follows instructions; responds to management direction; takes responsibility for own actions.
- Initiative - Asks for and offers help when needed. Undertakes self-development activities.

REQUIRED CRITICAL SKILLS, TRAINING AND EDUCATION

- High School Diploma or GED.
- Recent extensive experience volunteering for or working for a large church in Missions and/or Outreach ministries.
- Recent extensive experience recruiting, training and leading volunteer leaders and large volunteer teams.
- Proficient in Microsoft 365 applications: Teams, Word, Excel, ToDo, OneNote, OneDrive, Edge, etc.
- Proficient in Project Management Systems, i.e., Basecamp, Monday.
- Comfortable with public speaking and exhibits excellent oral and written skills.
- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

PREFERRED REQUIREMENTS

- Experience with Church Management Systems, specifically Pushpay's Church Community Builder.
- Bachelor's level or higher ministry or theological education.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk and will occasionally be required to do some light lifting (up to 50 pounds).

PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model biblical understanding and maintain a consistent personal devotional life;
- Model biblical commitment and become a covenant member of Rock Point Church;
- Model biblical family life before the body and regularly attend worship service with your family;
- Model biblical integrity and conduct personal life in a manner consistent with RPC core values;
- Model biblical community; and
- Model biblical generosity and financially support Rock Point Church.