



Extend Global

Extending God's Kingdom
Through Short-Term Missions

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Job Description

Job Title: Director of Mobilization

Reports to: Extend Global President

Reported to by: Administrative Assistant, Teams Coordinator

Job Summary

The Director of Mobilization is responsible for making contacts that lead to increased involvement in missions – specifically Extend Global outreach opportunities.

Position Status

This is a full-time, 40 HPW, financial support raising position. It is required that 100% of the mutually determined salary, as approved by Extend Global's Board of Directors, must be raised by the incumbent. Beyond the salary needs of the incumbent, an additional 5% must be raised to help perpetuate the ministry. Participating on mission outreaches does not require additional support raising.

Essential Functions and Percentage of Time Allocation

1. Mobilization

- a. Make contact and interact with individuals, Churches, and other types of Christian groups, moving them toward personal involvement in missions and Extend Global opportunities. (40%)
- b. Build strategic relationships with key people at other ministries, coalitions, universities, and conferences that lead to opportunities of missional vision casting and recruiting team participants. (20%)
- c. Carry out appropriate follow-up with each contact and oversee appropriate forms of communication taking advantage of current types of media. (10%)

2. Team Leadership and Training

- a. Lead domestic and international mission teams as planned in advance. This could mean 2-4 teams per year. Each trip is generally 10–14 days in length but can be longer depending on the project. (5%)
- b. Train and equip teams in preparation for their outreach opportunities. (10%)
- c. Assist in coordinating and planning team logistics as well as communicating with on-field ministry partners. (4%)



3. Fundraising and Special Projects

- a. Carry out regular obligations to personal support raising and communication with supporters. (5%)
- b. Assist with planning the annual golf tournament and/or other organizational fundraisers. (4%)
- c. Carry out a variety of responsibilities that may arise from time to time depending on current needs within the ministry. (2%)

Qualifications

➤ Education and Experience

The incumbent must have previous education and/or personal experience in missions. There must be previous involvement in church or para-church ministry. The incumbent will preferably have a background working in the areas of public relations.

Required: High school diploma, a history of fundraising, significant experience in short-term missions, experience in some form of public relations and/or ministry, a thorough Biblical understanding of missions

Preferred: Bachelors Degree in missions/ministry or related fields, personal experience in long-term missions, graduate of *Perspectives on the World Christian Movement*

➤ Equipment

The incumbent must provide and operate his or her own motor vehicle during mobilization efforts, which is often required. In such cases, mileage will be reimbursed according to Extend Global policies presented in the handbook. The incumbent must also have the ability to learn and operate various forms of electronic equipment and/or software.

Required: Microsoft Office programs (Word, Excel, PowerPoint)

Preferred: Mac programs (Keynote, Pages, Numbers)

➤ Employee Characteristics and Working Conditions

The nature of this position is such that there is great need for self-motivation, organization, punctuality and the ability to handle rejection. This position requires interaction with a variety of people with different backgrounds and attitudes towards missions. There must be a great focus on building relationships and patience in the mobilization process.

Required: Actively growing follower of Christ, passion for and commitment to the Great Commission, self-motivated, organized, relational, reliable, conversational, a strong networker

Preferred: Ability to communicate well with people of various backgrounds and cultures, positive attitude, ability to manage projects

➤ Physical Requirements

This is a physically active position. The incumbent must be able to sit, stand, and/or walk for long periods of time. The incumbent must also be able to lift and exert force up to 50 lbs.