

Title:	Area Director for Africa
Employment type:	Full time, exempt
Location:	TBD (at the home office in King of Prussia, Pennsylvania, or abroad)
Application deadline:	February 8, 2019, or when filled
Contact:	HR@internationalministries.org

POSITION OVERVIEW

The area director is responsible for performing relational and administrative duties on a professional level to facilitate International Ministries (IM) in global missions. The right person called to fulfil this role will work closely with senior and executive staff management in supporting multiple constituents: global servants, international partners, local American Baptist churches, individuals and the Board of Directors.

RESPONSIBILITIES

- Support International Ministries global servants by providing care, work direction, guidance through policy interpretation and implementation, review of annual reports and counseling and/or corrective or disciplinary action; visit and communicate with global servants regularly to provide support and supervision.
- Develop, maintain and strengthen relationships that foster healthy cross-cultural partnerships that enhance the life and mission of IM; communicate with and visit partner organizations to be appropriately informed; represent IM at partner events; and sustain IM's commitment to be present with and walk alongside our partners.
- Assist in the management of project funding for partners and budgeted funds for global servants; collaborate with partners in the preparation and/or writing of grant proposals for IM's World Relief Committee, the Palmer Grant committee and others when necessary; assist with the development of a portion of global servant budgets; and approve the release of project funds for global servants in compliance with IRS requirements.
- Support the work of home office staff colleagues by serving as a dependable resource to assist with mission education, communications, budget development and fundraising and encourage the work of Mission Partnership Teams.
- Facilitate the participation of American Baptists, including local churches, individuals, regions, and national organizations, in God's mission both globally (cross-culturally) and locally (counter-culturally) through mission education and mobilization; coordinate a variety of cross-cultural, international mission experiences; be involved in deputation; represent IM in churches and at regional and national events like the World Mission Conference and American Baptist Churches Biennial Mission Summit.
- Assist in the cultivation and discernment process for long-term global servants and short-term volunteers through ongoing communication with international partners to secure requests for global service opportunities; participating in IM's Hear the Call retreats; reading and reviewing initial candidate applications; ongoing conversations and interviews with candidates; being involved in IM's process of endorsement, appointment, orientation and

commissioning; and assisting with the arrangement of exploratory or vision trips for global servant candidates, sometimes to include accompanying candidates on these trips.

- Represent IM as a participating member in various mission-related, denominational and ecumenical organizations and speak about global mission at churches, meetings and conferences while promoting good relationships with other organizations to help share the message and explain the work of IM global servants and partners.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in religion, sociology, philosophy or a related field
- Master's degree in missions, divinity, theology, religion or a related field preferred
- Ordination preferred
- Cross-cultural ministry experience, e.g., as a global servant or Christian mission administrator
- Experience in administrative and financial tasks
- Relationship building, supervision and pastoral counseling skills
- The ability to travel domestically and internationally, navigate travel arrangements and obtain a passport or visa

HOW TO APPLY

To apply, email HR@internationalministries.org. Identify the position title in the subject line and attach a current resume and supporting documentation for further evaluation of qualifications and experience. Thank you in advance for your interest in joining IM's mission.

International Ministries is an EEO employer and provides a comprehensive and flexible benefit package. A detailed description of this position is available upon request.

International Ministries, also known as the American Baptist Foreign Mission Society, works cross-culturally to invite people to become disciples of Jesus Christ and to proclaim, through both word and deed, God's reign of justice, peace and abundant life for all creation.