



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: May 10, 2018

Closing Date: Until Filled

Position Title: Director, Ambassador Program

Department/Division: Executive Director's Office

Job Type: Regular Full-Time, Exempt

Location: 7557 Rambler Road, Suite 1200, Dallas, TX 75231

BASIC FUNCTION: The Director, Ambassador Program develops and implements the program and manages volunteer retired minister ambassadors throughout Texas. The purpose of the Ambassador Program is to network with pastors and, through coordination with Texas Baptists Area Representatives, promote the resources and value of the Convention to pastors we currently serve as well as pastors not yet aligned with Texas Baptists. Additionally, the Director acts as Texas Baptists' liaison to the Directors of Missions of Texas Baptist Associations, excluding the five mega associations. The functional purpose is to grow positive relationships, highlight the Conventions resources and value, and promote alignment between the associations and Texas Baptists.

Position description/objective: *NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.*

- *1. Design and maintain the Ambassador Program by identifying objectives and goals, operational procedures, guidelines and accountabilities to ensure program effectiveness and desired impact.
- *2. Recruit and select Volunteer Ambassadors with desired capabilities and in sufficient numbers to effectively accomplish the goals of the program.
- *3. Lead all Volunteer Ambassadors by coaching, providing direction and access to Convention resources, and monitoring progress toward the accomplishment of defined goals; redirecting where needed.
- *4. Establish long-term personal relationships with pastors, church staff and key lay leadership in both cooperating and not aligned Texas Baptists churches to strengthen the relationship between churches and the Convention.
- *5. Establish long-term personal relationships with assigned Association Directors of Missions to strengthen the relationship and work of Texas Baptists with the association and its member churches.

Director, Ambassador Program

- *6. Arrange to attend associational meetings and provide the Directors of Missions with communications (via a variety of media) and the resources that are possible to positively impact our relationship and build alignment with Texas Baptists.
 - *7. Conduct regular planning meetings with associations and churches to assist them in discovering and accessing the numerous resources available from the BGCT.
 - *8. Maintain responsible oversight of the budget for assigned areas in coordination and with the approval of the Executive Director.
 - *9. Effectively carry out all special and priority assignments as directed by BGCT's executive leadership team.
 - *10. Cooperate effectively and coordinate successfully with members of other teams and units to ensure excellence in service delivery, research and development and developing leaders. Consult regularly with other teams to communicate the needs, trends and gaps in services and products that affect churches and their ability to be on mission with God.
 - *11. Prepare and proofread letters, memos, and other correspondence accurately and timely.
 - *12. Answer phones promptly, take accurate messages, and respond to requests for information timely.
 - *13. Maintain compliance with The Baptist General Convention of Texas' employee policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
 - *14. Perform other duties as required.
- *Task which is considered to be an essential function of the job

Required skills and experience: *NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

1. In-depth understanding of a comprehensive field of knowledge, generally acquired through earned bachelor's degree in a related field. Master's degree preferred. Four years of proven related experience required.
2. Active membership in a church supportive of the BGCT during employment required.
3. Proven experience in successfully leading a volunteer staff of ministerial professionals highly desired.
4. Proven track-record of experience and influence working with missional associations highly desired
5. Commitment to Christian principles and teachings both professionally and personally.
6. In-depth knowledge of Baptist congregational missions and ministry work.
7. Ability to use assessment tools to determine congregational needs and to evaluate effectiveness of resources and services.
8. Knowledge of strategic planning for congregational ministry including development of mission, vision, goals and action plans; problem-solving; resource allocation; and evaluation of programs and ministries.
9. Excellent professional mediation and conflict resolution skills.

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10. Ability to relate positively, influentially, and sensitively to a broad spectrum of persons in a variety of multi-tiered relationships and settings to include but not limited to clergy, laity, institutional staff/faculty, various Baptist organizations, churches of all sizes, cultural identities and worship styles, board and council members, Baptists of Texas and beyond.
11. Ability to relate positively and sensitively to a broad spectrum of persons from a variety of cultural backgrounds and identities and to promote a multicultural organization.
12. Commitment to providing quality internal and external “customer” service including needs assessment, meeting standards, and evaluation of satisfaction.
13. Ability to plan, administer, and report budgets proficiently.
14. Ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
15. Knowledge of and commitment to Christian principles and teachings both professionally and personally, with an understanding and commitment to Baptist distinctives.
16. Understanding of Scripture and theology and commitment to lifelong study and personal growth.
17. Proficiency in interpersonal and conversational skills for sharing the message of Jesus Christ at any time in an appropriate manner fitting of the person, situation and time.
18. Ability to speak, read, and write English required.
19. Spanish proficiency (both writing and speaking) desirable.
20. Excellent, professional written and oral communication skills.
21. Ability to make effective, timely and appropriate decisions.
22. Excellent listening skills, interpersonal skills, and relationship building skills.
23. Excellent demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome.
24. Ability to travel to various geographic locations and some overnight stays.
25. Professionalism in the workplace to include professional and accurate communication with others.
26. Ability to speak clearly and make oneself understood in face-to-face interactions and to articulate with accuracy on the telephone.
27. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
28. Ability to effectively work under pressure and remain flexible as priorities change.
29. Ability to understand and relate to specific ideas one at a time and to the concepts behind specific ideas; ability to remember verbal and written tasks/assignments from a few hours to several day periods.
30. Ability to concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continuous basis.
31. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
32. Excellent organizational skills; ability to multi-task.
33. Proficient working knowledge of various software to include: Microsoft Word, Excel, and PowerPoint; Google Mail and web-based resources; and TouchPoint.
34. Ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects.

CONTACT: **Human Resources**
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Texas Baptists is an Equal Opportunity Employer.

Director, Ambassador Program