



INTERNATIONAL
NETWORK OF
CHILDREN'S
MINISTRY

Job Description

Community Development Manager

POSITION

Staff Member:	OPEN
Position:	Community Development Manager
Reports To:	Executive Director
Revision Date:	January 2020
Classifications:	Manager / Full-Time / Salaried / Exempt

OBJECTIVE

The objective of the Community Development Manager is to position INCM as a global leader in networking and community development for children's and family ministry leaders. The Community Development Manager ensures an integrated approach to the network's development across all initiatives of INCM to equip, inspire, and resource the community. The oversight of community development for INCM includes: strategically implementing key initiative vision and priorities, strategically and relationally managing key network leaders, collaborating with the program team to nurture community development in priority areas, and developing a diverse core team of volunteers to effectively serve the ministry of INCM.

GIFTS

In addition to *spiritual maturity*, the gifts most critical to this position are Leadership, Administration, Hospitality, Shepherding and Service.

CORE COMPETENCIES

- Training and Development
- Commitment to Excellence
- Relationship Management
- Decision Making
- Creative Thinking
- Strategic Thinking
- Problem Solving
- Methodical Approach

- Influencing and Persuasion
- Collaboration

ESSENTIAL DUTIES & RESPONSIBILITIES

MINISTRY EXECUTION

- Develops and implements community development plans across all of INCM's initiatives
- Creates the framework for community networks and coaching connections utilizing knowledge of the unique needs of the children's ministry community
- Selects or develops resources for community development, networking, and coaching
- Coordinates or performs administrative functions necessary to deliver and document community development across the initiatives
- Evaluates the effectiveness of community development programs and utilizes evaluation data to revise or recommend changes in objectives and methods
- Assesses network development needs for individuals, groups, and the wider INCM community
- Develops a team of leaders or volunteers that participate in INCM's network and community offerings
- Oversees the curation of content for the INCM blog from community leaders

EVENT RESPONSIBILITIES

- Contributes to community development vision for INCM events.
- Oversees the coaching experience for INCM events.
- Oversees networking experiences for INCM events.
- Oversees and directs hospitality of network leaders and coaches at all INCM events.
- Manages customer service for coaches and network leaders to ensure a thriving relationship between the talent and INCM.

INITIATIVE RESPONSIBILITIES

- Executes on vision and direction for community development within each initiative.
- Provides support for marketing specialist in blogging, social media, and how messaging nurtures community development.

VOLUNTEER DEVELOPMENT

- Recruits and trains volunteers to support the administrative functions of community development.
- Incorporates a process for volunteer care, appreciation, and growth.

OTHER DUTIES AS-NEEDED

The Community Development Manager agrees to take on additional responsibilities as directed by the supervisor and as necessary for the continued development of INCM. These responsibilities will most likely be added according to the gifts, passions and talents of the employee, designed to address the growing and changing needs of the ministry team and may be added at the initiative and discretion of the supervisor.

RELATIONSHIPS

- Reports to and interacts most significantly with the Executive Director.
- Interacts frequently with the Program Team and Marketing Specialist.
- Works alongside and submits to processes established by the Operations Director and Business Manager.
- Helps recruit and train a team of volunteers to support ministry initiatives
- Submits to the Board of Directors

REQUIREMENTS

- Minimum of a Bachelor's degree or related ministry leadership and administrative experience
- Excellent written and verbal communication skills for use in a variety of settings from formal presentations and pitch meetings to medium size group gatherings to 1-on-1 recruiting
- Flexibility in scheduled work hours based upon special events
- Key spiritual gifts of leadership, administration, teaching, and communication
- Proven success in strategic ministry execution
- Evidence of a passion for children's and family ministry
- Ability to fulfill the physical, mental and emotional requirements of the position
- Willingness and ability to comply with and support all policies, procedures, standards and statements outlined in the Staff Handbook and other governing documents created for INCM
- A growing committed follower of Jesus Christ. (1 Tim 3:1-7; Titus 1:6-9)