



General Baptist State Convention of North Carolina, Inc.
125 East South Street – Raleigh, NC 27601
www.gbsconline.org

JOB ANNOUNCEMENT

Position: Director of Missions & Program Engagement

GENERAL SUMMARY

The General Baptist State Convention (GBSC) of NC, Inc. is seeking a Director of Missions & Program Engagement.

- The Director of Missions & Program Engagement plays an essential role in extending the witness of Jesus Christ through the organizational mandate of the General Baptist State Convention.
- The Director of Missions & Program Engagement will be responsible for development, planning, and implementation of the missional strategy and leading volunteer teams in mission work.
- Directly supervised by the Executive Secretary-Treasurer of the GBSC of NC, Inc.

ESSENTIAL JOB FUNCTIONS

- Strong personal commitment to Jesus Christ
- An excellent Director of Missions should influence and inspire – he or she is able to motivate, awaken leadership aspirations in others, and create a collaborative, value-driven culture.
- Demonstrates the ability to work independently, be self-directed and solution oriented.
- Exhibit the capacity to manage multiple projects.
- Ability to develop relationships in the community and with other mission partners.
- Demonstrates a competency to create intergenerational relationships.
- Create and coordinate large scale missional engagements for women.
- Develops and implements strategies that will successfully promote the mission and vision of GBSC.
- Works closely with ***all*** auxiliaries and committees of GBSC
- Promotes the GBSC Stewardship Plan in congregations, associations, unions, and auxiliaries.
- Cultivates ecumenical relationships with other faith partners.
- Possesses the strength and character needed to represent the GBSC and to maintain good relationships with GBSC auxiliaries, associations, and constituent churches.
- Director of Missions works closely with the Executive Committee, officers, and staff to implement and develop goals and objectives for the GBSC as directed by the Executive Secretary-Treasurer
- Demonstrates competency under pressure and manages crises rapidly and effectively as necessary.
- Assist in planning GBSC sessions, project manage events such as retreats, seminars, workshops, institutes, etc. in collaboration with the Executive Secretary-Treasurer and auxiliary leaders when applicable.
- Organize and project manage large scale missional engagements for women.

SPECIFIC DUTIES & RESPONSIBILITIES

- Function as a liaison between **all** GBSC Auxiliaries and Baptist Headquarters.
- Identify and maintain healthy mission partnerships.
- Organize and project manage activities for the Woman's Baptist Home & Foreign Missionary Convention Auxiliary.
- Harmonize collaborative support between **all** GBSC Auxiliaries.
- Create, organize, and project manage additional one-time and ongoing opportunities for reaching new people in the local community with the gospel.
- Available to travel and work off-site with GBSC churches, associations, and unions.
- Develop a 12-month calendar for **all** GBSC Auxiliaries.
- Perform any other duties necessary to the efficiency of the Convention as directed by the Executive Secretary-Treasurer

SKILLS and EDUCATION REQUIREMENTS

- A minimal of a Bachelor's Degree from a regionally accredited institution (transcripts will be required upon job offer)
- Ability to work with pastors and congregations in both rural and urban settings.
- Effective communicator (oral usage and written form)
- Ability to inspire generosity and increase GBSC stewardship initiatives.
- Familiarity with faith-based organizations
- Excellent organizational skills
- Experience with Microsoft Office Suite
- Proficiency in all areas of social media

ACCOUNTABILITY

Reports to the Executive Secretary-Treasurer of the General Baptist State Convention of North Carolina, Inc.

SCHEDULE: Monday - Friday

HOURS: 40 hours per week (*must be available some weekends for special events & meetings, etc. as needed*)

COMPENSATION PACKAGE:
Salary range \$40,00 - \$55,000

BENEFITS: Medical, vision, retirement, and paid time off.

NOTE: Finalist must be willing to submit to both criminal background and credit checks. This *Job*

Announcement is meant to describe the general nature and level of work to be performed. It is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required for the job.

Upon hire, the candidate must be willing to relocate if necessary and live within a 50-mile radius of the Headquarters (relocation should be within 60 days).

All interested applicants must submit the following information in total by **June 30, 2021**:

- 1) *Completed application.*
- 2) *A cover letter and current resume*
- 3) *Three recent letters of reference*

Use only **ONE** of the following three methods:

U.S. Mail

General Baptist State Convention of NC, Inc.,
c/o Rev. Jerome J. Washington
PO Box 11446
Durham, NC 27703

Email (all documents as PDF):

To: **personnelgbscnc@gmail.com**

Type "Director of Missions & Program Engagement Applicant" in the Subject Line

Online Submission:

Complete the online application and upload documents using the following link: 

PLEASE NOTE: Incomplete Application Submissions will not be considered.