



TITLE:	Manager of Global Missions Engagement
EMPLOYMENT STATUS:	Full-Time; Exempt
DEPARTMENT:	Church Engagement

RESPONSIBILITY: To grow congregational and individual participation in Global Missions by enhancing collaboration across the Fellowship.

REPORTS TO: Director of Church Engagement

RELATES TO: Church Engagement Team; Global Missions Administration; CBF Administration, including Finance, IT and HR; Advancement; Global Missions Field Teams; State and Regional CBF organizations; and Missions Council; local congregations and CBF constituency.

SUPERVISES: Student workers and contract employees

DUTIES:

Global Missions Team

Collaborate with the Global Missions Team to deepen the engagement of churches and individuals in CBF Global Missions through:

1. Expanding collaboration between Global Missions, Ministries, CBF Administration and Advancement to deepen congregational engagement in the life and work of the Fellowship.
2. Increasing direct engagement of churches and individuals with CBF Global Missions.
 - a. Onboarding new churches through mission engagement.
 - b. Assisting with the organization of mission networks that create communities of practice centered on CBF's *Mission Distinctives*.
 - c. Facilitating a mission leaders network.
 - d. Coordinating volunteer service through Global Missions.
3. Designing and coordinating programs, resources and events that enhance the mission engagement of churches and individuals.
 - a. Encouraging congregations to employ "best mission practices" by developing programs, resources and events aligned with CBF's *Mission Distinctives*.
 - b. Resourcing congregations for short-term mission opportunities.
 - c. Resourcing congregations in the development of balanced mission portfolios.



4. Promoting CBF Global Missions.
 - a. Contributing to the design of multi-media resources promoting engagement with Global Missions.
 - b. Advocating for Global Missions among CBF state and regional organizations and churches.
 - c. Promoting the Offering for Global Missions through all relevant media and venues.
5. Representing the Church Engagement Team to Global Missions through regular participation in Global Missions cluster meetings.
6. Looking to upper management for authority and support:
 - a. Director of Church Engagement provides direction specific to the work of the Church Engagement Team.
 - b. Coordinator of Global Missions provides direction specific to programming content in Global Missions.
7. Relating to the CBF Missions Council in the fulfillment of its duties and objectives.
8. Performing other duties as assigned.

Church Engagement Team

Collaborate with the Church Engagement Team to deepen relationships with churches and individuals through:

1. Designing and implementing a comprehensive plan to engage churches with CBF – onboarding new churches, offering opportunities with Missions and Ministries, broadening and deepening relationship between churches and CBF
2. Participating with the Church Engagement Team for information sharing, planning, collaboration and assessment
3. Developing and implementing measurements of engagement and indicators of deepening engagement

INDEPENDENCE: 7

REQUIREMENTS:

EDUCATION: College degree required; graduate degree from seminary or in adult education preferred.

EXPERIENCE: Church staff experience required; cross-cultural experience preferred; experience managing and developing educational programs; experience/knowledge in fundraising; public speaking; web development program experience. Familiarity with CBF mission endeavors required.



Cooperative Baptist Fellowship

Forming Together

SKILLS: Exemplary Christian character and integrity with commitment to the mission of CBF,
Personnel administration, management, communications,
Proficiency in MS Office (Word, Excel, Power Point),
Proficiency in social media,
Ability for data collection/analysis,
Good decision-making abilities,
Missiology reflective of CBF's Global Mission distinctives,
Awareness of other cultures and faith groups,
Good networking skills
Commitment to protect confidential information,
Exceptional verbal and written communication skills,
Ability to interface professionally with all levels both inside and outside CBF,
Willingness to work with others in a team structure,
Dedication to outstanding customer service,
Attention to detail and accuracy with above average organizational skills, Capable
of multi-tasking and prioritizing.

COMMITMENT: Cooperative Baptist Fellowship is a fellowship of Baptist Christians and churches who share a passion for the Great Commission of Jesus Christ and a commitment to Baptist principles of faith and practice. The work of this position exists to further this CBF commitment.