

**POSITION DESCRIPTION
COOPERATIVE BAPTIST FELLOWSHIP**

TITLE: Outreach & Growth Specialist

EMPLOYMENT STATUS: Full-Time; Exempt

DEPARTMENT: Outreach & Growth

RESPONSIBILITY: To provide support to CBF's Outreach and Growth team which consist of new church partnership relationships; facilitate the engagement of new church partners; and connect new partners to companion congregations for their enrichment. To provide critical support to CBF's diversity and inclusion efforts with particular emphasis on Familia, PAK, and the McCall RJ Initiative. Serve as the team liaison on various CBF collaborative teams.

REPORTS TO: Associate Coordinator of Outreach & Growth

RELATES TO: Outreach & Growth Staff, La Familia, Pan African Koinonia, McCall RJ Initiative, CBF staff, States & Regions

SUPERVISES: No one

DUTIES:

1. To provide critical support for CBF Outreach and Growth efforts, programs, and events
 - a. Create, maintain, and manage CBF Database for Outreach and Growth which includes diversity and racial justice work and constituents
 - b. Create and disseminate emails and newsletters consisting of opportunities and resources
 - c. Aid in the Spanish translation of resources, marketing and some meetings/gatherings
 - d. Assist with planning, execution and logistics of programs and events (i.e., Pivot trips and spiritual renewal retreats, & etc)
 - e. Help develop and maintain a significant and updated Outreach and Growth presence on CBF website which includes McCall, PAK, FAMILIA and New church partner pages
 - f. Work with Outreach and Growth team to create and make available new Outreach and Growth resources
 - g. Serve as a CBF representative on occasional meetings and on calls
2. Assist with new and existing church partnerships within the Fellowship to assure high levels of collaboration, effective communication, and active participation.
 - a. Develop effective methods to enhance collaboration among church partners
 - b. Communicate consistently to partners to enrich relationships and clarify communications
 - c. Ensure new church partners are connecting with CBF global opportunities and resources (i.e., CBB, CBFF, Young Baptist eco-system)
 - d. Connect new partners to appropriate staff and ensure staff are aware of partners
 - e. Guide the development of new partnerships
3. Provide leadership for Outreach and Growth department financial needs
 - a. Help insure accurate and timely submission of Concur expense reports
 - b. Create and ensure timely processing of payments including check requests and wire transfer forms
4. Other duties as assigned.

INDEPENDENCE: 1...2...3...4...5...6...7...8...9...10

REQUIREMENTS:

EDUCATION: College Degree Preferred;

EXPERIENCE: At least 3 years' experience at similar level of responsibility.

SKILLS:

Exemplary Christian character and integrity with commitment to the mission of CBF
Excellent written and verbal communication skills
Written and Verbal Spanish speaking ability
A working knowledge of the internal structure of CBF and of local congregations preferred
Technologically proficient in current platforms supported by CBF
Strong organizational skills with attention to leadership, detail, and deadlines
Ability to maintain accurate record keeping
Ability to collaborate and to work as a part of a team
Ability to problem solve
Self motivated
Dedication to outstanding Customer Service
Capable of multi-tasking with a sense of urgency regarding deadlines
Ability to interface professionally with all levels of the organization

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.