

## Department Manager, Church Engagement

Mission Aviation Fellowship (MAF), a Christian nonprofit organization founded in 1945, is seeking people who share our desire to see isolated people changed by the love of Christ. MAF operates globally, with its headquarters located in Nampa, Idaho. MAF's core values are: we follow Jesus, we serve together, we commit to a higher standard, and we value each other. This position is a vital part in serving together to bring help, hope, and healing through aviation.

### A Brief Overview

The Department Manager of Church Engagement provides leadership, vision, planning, and oversight of Church Engagement division in cooperation with Director. Provides oversight and on-site management of administrative tasks as well as training and development of new resources to be used by Church Engagement team. This Manager plans, coordinates, and implements various Church Engagement events, organizes and manages the execution of same, as an essential part of the work of MAF so that the Gospel is proclaimed, and God's Kingdom is extended.

This position requires an active commitment to the mission, values, and doctrinal stance of MAF. In the course of performing job duties, the employee will act in a manner that is Christ-honoring as well as Christ-like, demonstrating a personal Christian faith and witness in all interpersonal interactions.

### Essential Duties

- 60% Church Engagement Events
  - Plans, implements, executes, and evaluates church engagement events as assigned, including the Virtual Reality Church Experience
  - Plans, implements, executes and evaluates Pastors Gathering events.
  - Plans, implements, executes and evaluates Advocate Summit and future Advocate training and resources.
  - Plans and executes potential church partner vision trips.
  - Plans and executes Mission2Serve opportunities.
  - Monitors schedules to ensure that deadlines and event planning milestones are met.
  - Researches and presents recommendations for cost-effective vendors.
  - Issues and tracks event invitations and manages mailings to MAF church partner base.
- 30% General Administration Oversight
  - Provides direction and oversight of all administrative tasks related to Church Engagement functions, including events, Advocates, and church partners.
  - Manages the production of all Church Engagement marketing materials in conjunction with the Graphics department.
  - Provides budget oversight; gives input, produces reports, and provides general analysis to Director.
  - Collaborates with marketing team to leverage resources and shared ideas for promoting MAF.
  - Represents the Church Engagement division at Headquarters when called upon.
- 10% Other Church Engagement Activities
  - Represents and speaks on behalf of MAF, as called upon.

### Qualifications

- Bachelor's degree or equivalent combination of education and experience required.
- 2 years experience in project planning and implementation required.
- 2 years supervisory experience, preferably in a volunteer ministry role or comparable people-oriented program

### Skills

- Intermediate skills in Microsoft Excel, Outlook, Teams, Word, and PowerPoint
- Intermediate skills in Salesforce
- Intermediate skill in Formstack

## **Competencies**

- Works cooperatively with others and develops better, faster, or less expensive ways to do things.
- Shares information, advice, and suggestions to help others to be more successful; provides effective coaching.
- Works with employees to set and communicate performance standards that are specific and measurable.
- Ensures that others involved in a project or effort are kept informed about developments and plans. Expresses ideas clearly and concisely in oral and written communication.
- Identifying what needs to be done and takes action before being asked or the situation requires it.
- Identifies and proposes solutions that benefit all parties involved in a situation.
- Establishes workload priorities and consistently follows through with on-time completion. Detail oriented and thorough.
- Is willing to make decisions in difficult or ambiguous situations, when time is critical.
- Notices trends in the industry or marketplace and develops plans to prepare for opportunities or problems.
- Seeks performance feedback from his/her manager and from others.

## **Physical Requirements**

- Frequently sitting and occasionally standing, walking, stooping, reaching, and crouching
- Occasionally lifting, carrying, pushing, or pulling up to 50 lbs.

## **Travel Requirements**

- Frequent domestic travel to various domestic locations to set up, attend, and take an active role in the activities of special events and advocate engagement.
- Moderate international travel to MAF field program to facilitate/lead activities and agenda for Ministry Advancement trips.

## **Starting Pay Range**

\$60,900 to \$71,050 annually DOE

MAF is committed to paying our team members competitively to the industry market and to being a market leader in benefits and work/life balance programs. Consistent with our value..." We commit to a high standard," MAF's Total Rewards Philosophy is designed to maintain and improve our market competitiveness in the NGO sector to attract and retain our most critical resource - our people.

MAF is committed to creating and maintaining a work environment free from any form of unlawful discrimination or harassment. As a faith-based religious organization pursuant to the Civil Rights Act of 1964, Section 702 (42 USC @2000e), MAF has the right to and does solely hire candidates who agree with our Statement of Faith and agree to abide by our Standards of Conduct.

MAF expects all MAF staff to comply with its Safeguarding Policy. This includes proper moral and ethical conduct towards all children and vulnerable adults, in all circumstances and in all relationships. In addition, all MAF staff have a responsibility to seek to prevent any form of abuse, to raise any ongoing concerns, and to report any harm, abuse, or neglect to children or vulnerable adults, discovered or reasonably suspected. Violations of this policy will be subject to corrective action up to and including termination of employment.

MAF seeks to create a workplace that is intentional about Kingdom Inspired Diversity. Our commitment to our employees extends to their opportunities for personal and professional growth and development. We will make reasonable accommodation for qualified individuals with known disabilities, unless doing so would result in undue hardship to the organization.