**Strategic Renewal**

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| **JOB OVERVIEW** |
| **JOB TITLE** | Director of Communications  |
| **JOB NO. / ID** |   | **PREPARED BY** |  Daniel Henderson |
| **DATE LISTED** |  June 21, 2021 | **CLOSING DATE** |  August 15, 2021 |
| **JOB LOCATION** |  Virtual | **% EFFORT or WEEKLY HOURS** |  40+ |
| **DIVISION / DEPARTMENT** | Strategic Renewal  | **REPORTS TO** |  Daniel Henderson |
| **POSITION DETAILS** |
| **JOB PURPOSE** |  To provide primary leadership and coordination for all communications and marketing functions for the overall ministry  |
| **DUTIES AND RESPONSIBILITIES** | 1. To consistently represent the gospel of Jesus Christ, maintaining an exemplary Christian life in all matters of attitude, work, and relationships.
2. To passionately embody and champion the mission and values of Strategic Renewal and The 6:4 Fellowship.
3. To lead an effective strategy to grow the impact of the ministry via comprehensive communications to ministry constituents including individuals, churches, pastors, and donors.
4. To create and manage the communications calendar in order to effectively grow the reach of the ministry.
5. To manage multiple marketing, video production, and website vendors in the effective implementation of our ministry strategy.
6. To manage the overall communications strategy including, but not limited to, coordination of marketing firms, maintenance of websites, scheduling and delivery of all ministry messaging, coordinating graphic design, and overseeing video production.
7. To secure and work with various vendors as necessary, especially in the areas of video, graphics, and marketing.
8. To represent the ethos of the ministry and style of Daniel Henderson in creating written communication. in shaping the vision and raising necessary funds for the accomplishment of the ministry strategy.
9. To participate productively in weekly staff meetings.
10. To work effectively as a team member in the overall objectives of the ministry.
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| **WORKING CONDITIONS** | 1. Will work virtually from a home office in the location deems to best facilitate the effective fulfillment of the responsibilities.
2. Will receive a base salary with the option of raising additional personal support, consistent with the general framework of the ministry salary ranges. (Amounts available upon request).
3. Will be provided with laptop, 5% retirement match, monthly reimbursement for internet, cell-phone, mileage, health-care stipend, and reimbursement for other reasonable ministry expenses.
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| **SUPERVISION RECEIVED** |  Working with Daniel Henderson in conjunction with overall input of the Board of Directors. |
| **SUPERVISION EXERCISED** | Coordinating and communicating with ministry vendors in the areas of website, marketing, video-production and event planning in partnership with our Project Manager.  |
| **QUALIFICATIONS** |
| **MINIMUM EXPERIENCE REQUIREMENTS** |

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| * At least five-years of experience in the communications field
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| **MINIMUM EDUCATION REQUIREMENTS** |  An undergraduate degree in communications, marketing, or a related field. |
| **REQUIRED SKILLS** | * Skill in managing various vendors in the effective implementation of ministry objectives.
* General proficiency in web-site management, video production, and written communication
* The ability to communicate professionally with broad array of constituents.
* Extraordinary skill in communicating in writing using proper grammar and creative style.
* Exceptional problem-solving ability in order to function as a solution-oriented team member.
* Godliness and flexibility in interacting with a team of fellow workers
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| **OTHER NOTES:**  |  The rationale for personal support raising includes:* The opportunity to exercise a significant element of personal faith in work of the ministry
* To work with the mindset of an “owner” not just an employee
* To embrace a clear and consistent passion to articulate the mission persuasively to others
* To broaden the overall support base of the ministry
* To activate more prayer support for one’s personal ministry and the overall mission via these committed donors
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