



JOB DESCRIPTION

- Title:** Senior Manager, Publishing & Ministry Resources
- Description:** The Publishing & Ministry Resources department oversees the development and production of print and electronic books, curricula, videos, manuals, etc. created by Joni and Friends to train and equip the church. The Sr. Manager oversees the implementation of the Publishing & Ministry Resources Development and Execution Policy to ensure the highest quality of biblical disability ministry resources available today.
- Qualifications:** A vibrant relationship with Jesus Christ and a strong biblical and theological background is a must, as well as an unwavering commitment to evangelism and the mission statement of Joni and Friends (JAF). Must have a Master's degree in Education, Theology and/or a relative field of Christian Academia, or equivalent experience. Excellent writing skills required, including experience in writing and editing curriculum. Must be reliable, cooperative, enthusiastic and self-motivated. He or she should possess effective communication skills, work well on a team, treat others with professionalism and respect. Be proficient with Microsoft Office Word, Excel and willing to learn with cloud-based platforms. Must effectively prioritize a wide range of objectives to meet strategic goals. A working knowledge of disability issues is preferred.
- Status:** Full-time, exempt
- Reports to:** Senior Vice President, Integration
- Salary Range:** Commensurate with experience

The Senior Manager will fully embrace the Four Pillars of Joni and Friends:

1. Lead Like Jesus *
2. Integration
3. Excellence in area of expertise

4. Best Christian Workplace

** Lead Like Jesus is a course of study provided to all employees and is based on the book written by Ken Blanchard and Phil Hodges of the same name. The Lead Like Jesus course is the model which governs our ministry culture and contributes significantly to Joni and Friends maintaining its certification as a “Best Christian Workplace” according to surveys by the Best Christian Workplace Institute (BCWI).*

Duties: Under the supervision of the Sr. Vice President of Integration, the Sr. Manager provides vision and guidance for all JAF publishing, marketing and distribution of resources. Specific responsibilities include, but are not limited to:

1. Maintain a working knowledge of the current inventory of books, curricula, videos, manuals, and digital/internet resources that Joni and Friends (JAF) utilizes in disability ministry training.
2. Integrate and network with all JAF departments to prioritize education and training resources that support current and future strategies and objectives, including budget projections for resources.
3. Develop a 5-year publishing plan for JAF that reaches church, home and education audiences with effective, culturally-relevant and biblical books, curricula and training ministry resources.
4. Meet monthly with the Publishing Review Committee (PRC) to present ideas and lead the 12-step policy to publish, market, and distribute books and resources; provide resource for the JAF website and social media.
5. Develop and implement department strategies, budgets; submit bi- annual board reports.
6. Hire, train, manage, and encourage department staff members to reach their highest potential; provide growth opportunities; complete annual appraisals with recommendations.
7. Write and publish articles that promote JAF and its ministry resources. Assign articles to writers, working through JAF’s PR firm and others.
8. Teach, equip, and participate in organizing and leading training conferences and summits. Speak at outside conferences to promote disability ministry education as opportunities arise.

9. Establish and maintain key relationships with writers, publishers, marketers, and vendors; write and maintain release agreements and/or contracts; submit invoices for payment.
10. Network with disability ministry organizations, institutes, colleges, and conferences to understand marketplace needs and develop mutual endeavors; conduct research for future projects.
11. Consult on the development and publication of the Journal of the Christian Institute on Disability.
12. Develop and present new book proposals to traditional publishers to secure contracts and to increase marketing and distribution potential.

Ministry Life:

The Joni and Friends vision statement is, *“To accelerate Christian ministry in the disability community.”*

The Joni and Friends mission statement is, *“To communicate the Gospel and equip Christ-honoring churches worldwide to evangelize and disciple people affected by disabilities.”*

Joni and Friends stated values are:

1. Honor God in everything we do.
2. Build relationships based on trust and respect.
3. Maintain integrity and excellence in programs and services.
4. Practice responsible stewardship

As a Christ-centered ministry, all employees of Joni and Friends participate in its ministry-wide prayer life, leadership training and other general staff training that may take place from time to time.