



## Job Description

<b>Title:</b>	<b>Area Director</b>
<b>Qualifications:</b>	Must possess a vibrant personal relationship with Jesus Christ and agree with the Joni and Friends statement of faith. Must be a leader who is committed to our Mission, Vision, Values and the 4 things we do. Manage and grow fund development programs for non-profit organizations with budgets of \$200,000+. Proven success implementing a strategic giving program for major donors. Executive-level experience training and managing staff and volunteers. Experience with working/volunteering in a nonprofit organization and being a part of a creative, committed, healthy and flexible work environment. Ability to effectively and persuasively communicate our mission verbally through one-on-one interactions and public speaking opportunities. Excellent writing skills a must. Strong organizational and time management skills, including rigorous attention to detail. Ability to formulate and execute plans efficiently and effectively. Solid computer skills. Proficient with Microsoft Office software including Word, Outlook, Excel, and PowerPoint.
<b>Education:</b>	Bachelor's Degree and a minimum of five years organizational leadership and/or management – or equivalent.
<b>Status:</b>	Full-Time, Exempt
<b>Reports to:</b>	Regional Director, Area Ministries
<b>Salary:</b>	Commensurate with experience and per area of country

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**Duties:** With a small paid staff and multiple volunteer teams, the Director is responsible for the organization's consistent achievement of its mission and financial objectives.

- Establish an annual and long-range strategy that ensures financial success, timely progress and consistent achievement of the overall mission.
- Provide leadership in developing program, organizational and financial plans with the Ministry Development Team and staff, and carry out plans in partnership with them.
- Promote active and broad participation by volunteers in all areas of work.

- Provide leadership for international outreach strategy and implementation.

**In communications, the Area Director will:**

- Keep staff and volunteer teams informed on financial and ministry status.
- Retain consistent contact with donors.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Represent the vision, mission and programs to churches and in the community.

**In budget and finance, the Director will**

- Ensure that adequate funds are raised and are available to carry out its work.
- Be responsible for developing and maintaining sound financial practices.
- Work with the staff in preparing a budget.
- Work with the Ministry Development team to increase funding.

**In relations with staff, the Director will:**

- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers, in conjunction with US Area Ministries and Human Resources.
- Ensure that job descriptions are individualized, that regular performance evaluations are held, and that Joni and Friends Human Resource practices are followed.
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.

Maintain a climate that attracts, keeps, and motivates a diverse staff and volunteers of top quality people.

**Ministry Life:**

As a ministry, Joni and Friends strives to exemplify Jesus Christ and bring Glory to God in all we say and do. To that end, employment at Joni and Friends is to be taken seriously as one who is not simply considering employment, but committing to the core mission of the organization to fulfill the biblical mandate of inclusion of those with disabilities into the full-life of the church. 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.

Below outlines the vision, mission, values and pillars of Joni and Friends:

VISION: *“To accelerate Christian ministry in the disability community.”*

**MISSION:** *“To communicate the Gospel and equip Christ-churches worldwide to evangelize and disciple people affected by disabilities.”*

**VALUES:**

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

**FOUR PILLARS OF MINISTRY**

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).*

**Area Director**

**Objectives and Measurements**

**Job Summary**

The Director serves as the strategic leader, mentor and role model for support of the mission of Joni and Friends. The responsibilities of the Director include overall management of operations, qualified staff, quality and appropriateness of services, fundraising efforts.

The Area Director’s objectives, with estimated time allotments, are to help Joni and Friends...

- Advance Responsible Stewardship 40%,
- Enhance Leadership Development 40% and
- Increase Ministry Fruitfulness 20%.

**Measurements**

How the Area Director will know if s/he is being effective.

### **Increasing Ministry Fruitfulness** in the area you serve

- Develop and oversee implementation of a compelling disability ministry plan with key staff, influencers and volunteers
  - Filter all planning and implementation activities through the Joni and Friends mission, vision, the four things we do and our value given the available resources
  - Continually work towards excellence in the accomplishments of your plan
  - Manage, measure and grow with the end in mind
- Oversee the engagement and expansion of church based Disability Ministry via Joni and Friends programming and resources
  - A growing number of churches will attend or host Joni and Friends trainings and outreach
  - Annual increased number of churches at each benchmark level (program and financial involvement)
  - Gather and disseminate information about local churches serving people affected by disability
- Increase community awareness and impact
  - Oversee community outreach events via local churches, (i.e. Luke 14 dinner, Wheelchair Drive, Walk and Roll, Day of Pampering, etc.)
  - Promote Joni and Friends disability ministry online towards offline participation (i.e., Facebook and various local networks).
  - Honor local area Joni and Friends volunteers with President's Volunteer Service Awards

### **Enhancing Leadership Development** for Disability Ministry within the Church and Joni and Friends

- Expect and grow leadership at every level of the organization
  - Recruit, recruit, recruit and take into service only the best individuals with the right raw material to help meet mission
  - Insure that job descriptions are relevant, measurements are appropriate and that regular performance evaluations are held
  - Commit yourself to the personal and professional success of those you

serve with

- Champion learning and development for everyone; at every level (CLO)
  - Promote *Lead Like Jesus* leadership, *Good to Great* excellence and intentional *Joni and Friends* integration and collaboration at every level
  - Implement consistent systemic learning opportunities within and outside the agency
  - Build an excellent disability ministry agency
- Oversee partnerships with local church leadership to identify and nurture disability ministry leaders at local churches
  - Be a catalyst for churches to become leadership churches
  - Recruit, include and increase number of people with disabilities in leadership (i.e. Global Media Outreach)
  - Annually Increase number of leadership churches

### **Advancing Responsible Stewardship**

- Shape a strong, self-sustaining organization that can prosper beyond any leader, great idea, market cycle or well funded program
  - Invest in the basics: people, funding and systems
  - Develop and continually increase both quality and quantity of volunteers, fans and friends.
  - Achieve and preserve minimum levels of internal staff to fulfill mission and outsource everything else for maximum effectiveness, sustainability and flexibility
- Safeguard the Joni and Friends core and simultaneously adapt to changing world
  - Develop and oversee budgeting and implementation of relevant disability ministry plan with key staff, influencers and volunteers
  - Deliver consistently on mission, making a distinctive impact with enduring results
  - Innovate around central practices, programs and processes

- Drive your resource engine (time, money and identity) to accomplish mission
  - Build your plan with your Ministry Development team based on the Field Fundraising Manual
  - Measure and report regularly as a percentage of your annual target
  - Grow organizational support in numbers of donors and donor churches and the amount given at both local and home office level

**Please send resume with cover letter to:**

[employment@joniandfriends.org](mailto:employment@joniandfriends.org)

**Please No Phone Calls**