



## Job Description

**Title:** Program Manager – Central California Area Ministry

**Qualifications:** Must possess a vibrant personal relationship with Jesus Christ and agree with the Joni and Friends statement of faith. Desire to serve in a growing and dynamic Christian service ministry. Self-starter and team player with strong interpersonal skills. Ability to lead and manage multiple projects and multiple volunteer teams. Able to interact effectively with leaders throughout the community. Ability to type 45 wpm, familiarity with Microsoft Office programs and strong computer knowledge. Passion for people affected by disability and scriptural knowledge related to God's heart for those people who are marginalized. Flexible and available to work evenings and weekends. Understanding of Christian ministry and specifically Joni and Friends, is desirable.

**Reports to:** Regional Director

**Status:** Full time, Exempt

**Salary:** Commensurate with experience and per area of country

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**Duties:** Support the overall mission, goals and objectives of Joni and Friends. Responsibilities include but are not limited to:

- **Represent** the ministry in the best possible light through personal contact, correspondence, and telephone communication as Program Manager.
- **Lead and Manage Family Retreats.** Recruit and organize a team of volunteers to carry out retreat tasks before, during and after retreat, as needed.
- **Support Volunteer Coordination, Training, and Activities.** With ministry staff persons, recruit, train, and mobilize volunteers, including family retreat short-term missionaries. Encourage and equip volunteers for Equipping and Direct ministry teams to further the mission and all ministry activities of Joni and Friends. Promote active and broad participation by volunteers in all areas of work.
- **Leader and Manage International Initiatives.** Engage in planning a strategy for designated outreach country. Form and lead teams on annual international outreaches (i.e, Wheels for the World, International Family Retreats) to advance disability ministry in designated country.

- **Support Donor Ministry.** Represent ministry well to donors. Attract and refer to area director those who would support the ministry with their time, talents and treasure before God in prayer and informed of the ministry. Participate in Faith and Fundraising program.
- **Represent Ministry in the Community.** In collaboration with other staff members and volunteers, set up and operate promotional efforts at area conferences and events.
- **Increasing Ministry Fruitfulness** in the local area served.
  - Implementation of a compelling disability ministry plan with key influencers and volunteers
  - Filter all planning and implementation activities through the Joni and Friends mission, vision, the three things we do and our values
  - Continually work towards excellence in the accomplishments of the plan
  - Manage, measure and grow with the end in mind
- **Always work towards church-based Disability Ministry** via Joni and Friends programming and resources.
  - Promote a growing number of churches to 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**
  - Encourage participation in 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 your organization.
  - Recruit, recruit, recruit and take into service only the best individuals with the right raw material to help meet mission.

- Form volunteer equipping teams and insure that volunteer manuals and job descriptions are relevant, and measurements are appropriate and that regular performance evaluations are held.
- Commit to the personal and professional success of each staff and volunteer.
- **Engage in learning and development** for everyone, at every level. (CLO)
  - Promote *Lead Like Jesus* leadership, *Good to Great* excellence and intentional *Joni and Friends* integration at every level
  - Implement consistent volunteer systemic learning opportunities within and outside the agency.
  - Build the finest disability ministry agency.
- **Support the building of 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. Family Retreat, International, 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.
  - Through engaging volunteers, 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 successful budgeting and implementation of programs related to 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 Area Director based on budget and 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 to the ministry
- **Other Duties as Assigned.** Assist in the prayerful planning, execution and evaluation of other events, programs, and tasks as assigned by area director.

### **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).*

Please submit a resume with cover letter to [employment@joniandfriends.org](mailto:employment@joniandfriends.org).

In your cover letter, please include how you learned of this job posting.

*No phone calls please*