



The Evangelical Covenant Church

JOB DESCRIPTION

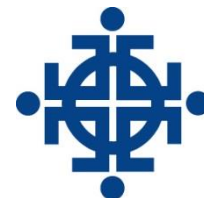
Position:	Director of Administration
Ministry Area:	Make and Deepen Disciples
Reports to:	Executive Minister of Make and Deepen Disciples
Supervises:	Administrative Support Staff and Volunteers
Status:	Exempt

Summary

The Director of Administration supports the Make and Deepen Disciples (MDD) team in the strategic planning, implementation, administration, and promotion of MDD's ministry projects and initiatives. This position coordinates activities related to MDD projects from inception to fruition, ensuring projected outcomes and engagement metrics are measured and attained. The Director will coordinate ministry operations and support systems to advance MDD's ministries and ensures that the ministry area's efforts are responsive to ECC operating protocols, procedures, and policies. The Director also monitors budgets and ensures the fulfillment of MDD's fiscal responsibilities.

Essential Functions

- Lead the project management process:
 - In collaboration with MDD team members, develop and manage project development plans facilitating intra-team communication and accountability from inception to fruition of each project.
- Shepherd the development and design of all marketing and promotional resources.
 - In collaboration with the ECC's communication team, ensure a healthy and robust marketing strategy for all MDD resources including the management of a dynamic MDD Facebook page.
- Coordinate effective internal and external communications:
 - Ensure Executive Minister (EM) is abreast of all administrative and budgetary matters requiring EM attention or action, even and especially when EM is away from the office.
 - Facilitate communication and support to MDD staff as needed or called upon.
 - Attend to ad-hoc queries received from internal and external constituencies.
 - Engage in a professional, hospitable, and courteous manner in electronic, phone and in-person communication.
- Perform research, collect data, and formulate recommendations relevant to MDD's ministry initiatives. Analyze and propose approaches for greater administrative effectiveness towards greater MDD fruitfulness.
- Invest in the skill development of administrative support staff, particularly to ensure the maximization of technology in service to mission.
- Ensure all MDD personnel are trained and equipped in proper administrative and fiscal practices.
- Ascertain administrative support needs, maximizes cross-utilization of administrative support staff and proposes appropriate staffing levels, as deemed necessary.
- Manage MDD's resources, special projects and grant processes.



- Contributes to team efforts at MDD events and meetings. Ensure proper meeting preparation, communication, logistics, operation, and hospitality for MDD events.
- Formulate reports that inform staff and key stakeholders on project developments and outcomes.
- Develop reporting mechanism to inform and engage individual and group constituents, accordingly.
- Create quality improvement mechanism that help assess, monitor and measure projects' developments and outcomes. Mechanisms would ensure stakeholders engage effectively to ensure resources remain responsive and relevant to constituency's needs.
- Other duties as assigned by the Executive Minister of Make and Deepen Disciples.

Education and Experience

Required: Bachelor's degree in Business Administration, Nonprofit Management, or related field. Minimum five (5) years of engagement and proven leadership experience in church ministry, discipleship/evangelism, and/or business administration. Seasoned and track record of successful project management. Experience and knowledge with communication platforms and social media. Preferred: Master's degree in Business Administration, Nonprofit Management, or related field. A minimum of three years of Covenant connection or affiliation. Experience and knowledge with Mailchimp, Basecamp, Raiser's Edge, and financial management systems.

Skills

- Mastery of Microsoft and Windows applications, databases development and management, and web technologies.
- Strong leadership, organization, prioritization and time-management skills.
- Excels in attention to detail with high level of accuracy in the preparation of documents, marketing/communication material, reports, and correspondence.
- Demonstrate excellent oral, written and digital communication skills to perform all communication and marketing functions of this position.
- Strong cross-cultural sensitivity and diplomacy. Mature understanding and engagement in the majority world context.
- Mature entrepreneurial, project development/management and initiation skills.
- Works well under pressure and capable in accomplishing multiple tasks, with conflicting priorities and timelines. Capacity to track and report progress on a wide range of tasks, simultaneously.
- Apt to operate with discretion and confidentiality at all times.
- Includes stakeholders in planning, decision-making, facilitating and process improvement. Capable to comprehend, apply, analyze, synthesize and evaluate information. Accepts feedback from others and gives appropriate recognition to others. Responds appropriately and adjusts actions in relation to others' actions.
- Displays passion and optimism. Instills trust and confidence. Provides vision and inspiration to peers and subordinates to perform well.
- Excellent management and people skills to embrace diversity of schedules, backgrounds, formats, contexts, etc.
- Uses critical thinking skills, applying logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to address challenges.

**Environment Conditions**

Able to work well in professional office setting, but occasionally works in remote locales.

Occasional domestic travel as requested. Must be versatile and able to work for prolonged segments sitting or standing. Must engage frequently with office tools and equipment, such as: computer, copier, phone, web-conferencing equipment, cell communication, printers, etc. Must be able to occasionally lift or move items, less than 35lbs.; and using machinery to move boxes and crates (pallets, dolly etc.)

Occasionally, pack and unpack, move and lift boxes that contain event materials.