

EVERY GENERATION MINISTRIES

Position Description

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| Job Title: | Vice President of Communications |
| Location: | Temecula, CA |
| Reports to: | President |

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| <p>Level/ Salary Range: Salary will be commensurate with qualifications and experience Housing Allowance for Credentialed Ministers Paid holidays, vacation and sick time in accordance with the EGM Employee Handbook. Family medical benefit up to \$1,350 per month depending on family size (Opt-out \$450 per month) Retirement match up to 3% of annual salary</p> | <p>Position Type:</p> <p><input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern</p> | <p>Hours: 40 / Week Schedule: Monday – Friday 8:00 am – 5:00 pm (Including ½ hour lunch) <input checked="" type="checkbox"/> Exempt / <input type="checkbox"/> Nonexempt Time Commitment: Full time in office or Hybrid work from office and home available. Tuesday and Thursday in office required.</p> | <p>Travel Required:</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Up to 35 days per year depending on ministry needs to help communicate the EGM story to our donor base</p> |
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GENERAL DESCRIPTION

Every Generation Ministries believes that every child can experience the new life that Jesus Christ intends for them. EGM is developing ministry in 38 countries where over 75% of all the children in the world live. EGM establishes national ministry teams that are governed, staffed and funded by their local Christian communities. Those teams develop a growing number of Model Children’s Workers through innovative leadership development programs and culturally relevant Bible teaching resources for children’s workers serving in local churches. EGM’s national ministry teams and programs are supported by the faithful gifts of God’s people. The Vice President of Communications is charged with all EGM communication and content creation through leading and managing the Ministry Advancement Team which consists of digital and written communication, grant writing and reporting, events, and short-term ministry trips.

ROLES AND RESPONSIBILITIES

LEADERSHIP TEAM

- Participate on the Leadership team as one of its members
- Collaborate with the other Leaders to make strategic decisions about the day-to-day operations of the ministry
- Meet weekly with the Leadership Team to give an update on the Ministry Advancement Team
- Work with the President to create a communication strategy, fund development plan, and strategic plan for the Ministry Advancement Team for each fiscal year
- Work with the President to organize meetings with major donors, foundations, and churches
- Create and present reports on ministry impact for the Leadership Team, Ministry Advancement Committee, and Board of Directors

MINISTRY ADVANCEMENT TEAM

- Lead the team over creation of all EGM communication (videography, photography, design, written), digital content creation, social media, grant writing and reporting, events, website, CRM (database), and short-term ministry trips
- Meet as often as required with team members to provide leadership over each area of the MA team
- Be the final eyes on all content that goes out to our donor base
- Tell the EGM story in a vibrant, captivating way
- Travel internationally to document the work being done by our National Ministry Teams and use the stories as a part of our communication strategy
- Work with Churches to create partnerships through Short Term Ministry trips

Other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

A well-qualified applicant will...

- Be a committed Christian involved in a local church able to provide pastoral references.
- Have a desire to work in a fast-paced, Christian work environment with meaningful organizational objectives.
- Possess exceptional organizational skills with an ability to lead a team to achieve multiple projects, moving each to successful completion according to established deadlines.
- Possess excellent verbal and written communication skills.
- Have experience in communication’s best practices including social media, digital content creation, written communication, Mail Chimp, bulk mailing, CRM (database), public speaking, etc.
- Have management experience leading a team
- Be a strategic thinker
- Be a leader
- Seek to be trained in needed skills.

Brandon Hendriks, President

Date

, Vice President of Communications

Date

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| DATE POSTED: | |
| DATE HIRED: | |