

**JOB TITLE: Church Engagement Manager**

*Full-time (40 hours) salaried position with benefits*

Work location: Knoxville, Chicago or Charlotte preferred

Reports to: Director of North American Resources

DEPARTMENT/DIVISION: Organizational Engagement / North American Resources

**OVERVIEW**

The *Church Engagement Manager* works closely with the Director of North American Resources, the North American Resources leaders, and other TEAM departments to connect with and serve TEAM's North American church constituents in ways that further TEAM's ministry purposes and helps churches be effective in global ministry. Ongoing evaluation, strategy development and the deepening of TEAM's relational resources are needed for success in this role.

**INDIVIDUAL PROFILE**

The *Church Engagement Manager* will be a believer in the Lord Jesus Christ, be in fellowship with a Bible-believing church, and want to make a difference through involvement in world missions. This individual must personally embrace the purpose, vision, beliefs, and values of TEAM.

**KEY RESPONSIBILITIES**

- Maintain a big-picture understanding of TEAM, constantly seeking to improve TEAM's ability to build relationships with churches
- Ensure collaboration and communication throughout TEAM as it relates to church partners; create and manage and standardize a system to track and maintain current and accurate relational church engagement information in TEAM's CRM database
- Work closely with internal stakeholders to develop and implement best practices around the identification, connection and engagement of churches as key partners in TEAM's global work
- Identify and promote the use of new assets within TEAM for church engagement, especially those who can serve as church connectors; identify the strategic gaps in TEAM's assets available for this purpose; develop a plan to fill those gaps through asset development, partner engagement, or other means
- Provide excellent customer service to church partners; develop relationship cultivation pipelines to deepen relationships over time
- Manage TEAM's strategies for cultivating new church leads through such avenues as *Church on Mission* (monthly church partner newsletter), developing a continual stream of church resources, etc.
- Build and maintain a caseload of key relationships with current and potential church partners
- Manage activities within an agreed budget for TEAM activities to equip the organization in the work of church engagement
- Meet with peers and supervisor in regular meetings for prayer, collaboration, reporting, planning, administrative matters
- Engage with missionaries, alumni, churches, recruits and other stakeholders as assigned

## **REQUIRED SKILLS AND EXPERIENCE**

- Must possess great relational ability - someone who is winsome, loves people and gains satisfaction from helping people meet their spiritual, philanthropic and missional goals; excellent verbal and written communication skills
- Is a self-starter who has a track record of successful planning, execution and follow-through to accomplish agreed upon objectives
- Has a ready understanding of a wide spectrum of local church contexts and the needs of local churches related to engagement in global missions; prior church staff service is a plus
- Experience in global missionary service with TEAM or similar agency highly preferred
- Experience in engaging organizations (secular and religious) in missions
- Minimum of bachelor's degree required

## **PHYSICAL and TRAVEL REQUIREMENTS**

- The work is done primarily in an office setting, with frequent travel required (up to 25%); must be able to navigate airports and travel domestically and occasionally internationally
- Able to communicate appropriately and clearly both verbally and in writing with telephone callers, office visitors and co-workers; comprehend and speak English with the general public and co-workers
- Able to operate office equipment in order to send and receive information with necessary optical, auditory and manual dexterity (fax machine, copier, scanner, etc.); able to walk, stand, and stoop, and put in or retrieve papers from file cabinet drawers
- Able to use a keyboard and mouse to enter, retrieve or transfer words or data
- Able to work for extended periods of time at a computer, requiring the ability to focus on and read/comprehend information on a computer screen, basic typing to enter information and/or move from screen to screen on the computer to view information
- Able to sit at an office desk or in meeting rooms for extended periods of time
- Perform basic mathematical calculations
- Display the reading skills necessary to proofread written materials

## **ABOUT THE EMPLOYER**

TEAM - The Evangelical Alliance Mission is a global mission agency that partners with local churches to send missionaries and establish reproducing churches among the nations. We envision the church transforming our world. In order to accomplish these objectives, we subject our lives to the truth of Scripture, and we rely on God through prayer.

Applications for employment are available online at [www.TEAM.org](http://www.TEAM.org)

Inquiries may be made to:

**TEAM / The Evangelical Alliance Mission**  
400 S. Main Place, Carol Stream, IL 60188-2407  
Human Resources  
Ph. (630) 614-4871 < Human.Resources@TEAM.org

## STAFF JOB COMPETENCIES

The following list describes the general competencies that correspond to responsibilities, skills and requirements of the staff job description, leading to effective work. These are provided as a roadmap for (*job title*) development through Learning, Experience and Coaching. They provide the basis for annual employee development goals.

- **Interpersonal Skills**

- Treats others appropriately with courtesy, sensitivity and respect
- Resolves differences effectively and graciously
- Contributes to team cooperation within and among work groups

- **Communication**

- Listens actively and asks for clarification as needed.
- Expresses thoughts clearly in speaking and writing
- Selects the medium, forum and manner appropriate for the setting and culture

- **Decision-making**

- Considers differing points of view and seeks input
- Able to analyze facts, solve problems and make decisions
- Demonstrates prayerful discernment and good judgment

- **Adaptability**

- Flexible in dealing with people's differing work styles and cultures
- Responds constructively to setbacks and changing conditions
- Receptive to new or additional assignments

- **Task Management**

- Demonstrates mastery of fundamentals required for the assignment
- Plans, organizes and prioritizes workload for timely completion
- Takes initiative that leads to effective results

- **Servanthood**

- Shows a commitment to serve for the good of others
- Ensures that actions meet the needs of the work context

- **Continual Learning**

- Assesses and recognizes own strengths and weaknesses
- Maintains a growth plan updated on a yearly basis and pursues self-development
- Regularly meets with a growth partner for accountability and encouragement