



TITLE: RA Director

REPORTS TO: Director of Advancement

STATUS: Exempt

DATE: February 18, 2020

BASIC FUNCTION: The purpose of this position is to provide knowledge and leadership to assist affiliated churches and their associations as looking to increase mission education and mission involvement, specifically through but not limited to Royal Ambassadors.

This position may also be asked to assist in or lead special projects related to the general objectives of the Advancement Team.

RESPONSIBILITIES/TASKS:

NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.

The following tasks are considered to be an essential function of the job.

1. Maintain and develop a deep walk with Jesus Christ and remain sensitive to His leadership.
2. Develop and coordinate mission education training materials for regional, associational and church leaders.
3. Provide training and assistance for regional and associational leadership as they plan, promote and conduct local training events around the state for church leaders involved in mission education.
4. Promote, support, and grow involvement in specific mission education for children, youth, and their leaders. This may include national programs, gender specific programs, co-ed programs, and TBM specific mission training programs.
5. Work with and through the Royal Ambassador and Challengers committees of TBM to help plan and promote mission education and mission involvement for boys, young men and their leaders. Provide an annual report to these committees.
6. Work with fellow staff and RA/Challenger committees for planning state events.

7. Oversee the State Staffer program and ensure its growth and impact in young men's lives.
8. Work closely with team members and TBM constituents in establishing and maintaining a network of volunteer leadership to assist the local churches in mission education and mission involvement.
9. Assist the Advancement Team in developing ways of engaging people in the ministries of TBM.
10. At times, represent TBM at various churches, mission fairs, and conferences.
11. Become proficient with TBM's CRM software to identify key connections.
12. Prepare and proofread letters, memos, spreadsheets and other correspondence accurately and timely as required.
13. Process mail and other correspondence in an accurate and timely manner.
14. Attend meetings and trainings as required.
15. Maintain compliance with TBM policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
16. Requires active membership in a like-minded, evangelical church.
17. Perform other duties as required.

POSITION REQUIREMENTS, KNOWLEDGE, SKILLS & ABILITIES:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

1. Requires proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast number of entities.
2. Requires in-depth experiences of working with leaders of mission and ministry organizations.
3. Requires ability to plan multiple events containing various sub-events for children and youth.
4. Requires understanding and working knowledge of applicable associations, trainings, safety precautions, and overall regulations dealing with events for children and youth.
5. Requires proficient ability to speak, read and write English.
6. Ability to speak English and Spanish fluently is highly sought.
7. Requires ability to work with other cultures/ethnic groups.
8. Requires the ability to travel and self-motivate with little supervision.
9. Requires excellent grammar, spelling, editing and proofreading skills.
10. Requires ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
11. Requires ability to problem solve, plan, develop and execute goals and objectives; assist and support others in these areas.
12. Requires the ability to listen and concentrate, to apply common sense and carry out instructions accurately.
13. Requires advanced typing skills and ability to create accurate documents.
14. Requires knowledge of computer software/equipment and other office equipment such as copier, fax, telephone, etc. Requires a good working knowledge of Microsoft Word, CRM, Excel, internet usage and/or any other software that might pertain to job assignments. Ability to develop and maintain an electronic and/or paper file system.
15. Requires ability to walk, stand and sit, sometimes for prolonged periods of time.
16. Requires the ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects.

17. Requires ability to understand and relate to the theories behind several related concepts; ability to remember verbal and written tasks/assignments from a few hours to long periods of time.
 18. Requires ability to grasp, push, pull, carry or otherwise manipulate objects; ability to perform tasks requiring action of muscles or groups of muscles and foot and/or hand-eye coordination.
 19. Requires ability to speak clearly and make self understood in face to face interactions; to articulate with accuracy on the telephone and via electronic means.
 20. Requires ability to concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continuous basis.
 21. Requires ability to establish and maintain effective working relationships with staff.
 22. Requires excellent organizational and communication skills and the ability to multi-task and prioritize assignments.
 23. Requires professionalism in the workplace including, but not limited to, professional and accurate communication with others.
 24. Commitment to Christian principles and teachings both professionally and personally required.
 25. Requires decision making skills along with effective written communications skills.
 26. Requires stress management skills and time management skills.
 27. Must be honest and trustworthy; respectful, possess cultural awareness and sensitivity, be flexible and demonstrate sound work ethics.
 28. Requires sufficient good health to properly discharge duties as required.
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The purpose of TBM job descriptions is to describe the basic function, major responsibilities/tasks and essential functions of each job so that employees can be aware and understand what is expected of them. The descriptions also provide information useful for recruiting, training and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as job responsibilities change materially.

TO APPLY

Mail your résumé and cover letter along with two sealed letters of recommendation to:

TBM

RA Job Search

5351 Catron Drive

Dallas, TX 75227