

JOB DESCRIPTION

POSITION INFORMATION	
Title:	Program Director – Mission Builders
Supervisor Title:	Director – Faith Formation
Unit Name:	Domestic Mission
Location:	Deployed - (half-time independent contract position)

Job Context Information

Working with Lutheran and ecumenical partners, the Domestic Mission unit of the ELCA will accompany congregations and other communities of Jesus as centers for evangelical mission as they help bring people to a richer understanding of their baptismal vocational call to serve God’s mission in the world. It will partner with synodical and local systems to give priority focus to congregational vitality and leadership. The unit’s work includes congregational vitality, faith formation, leadership development and candidacy, poverty and justice ministry, advocacy ministry, ethnic specific and multicultural ministry, disaster response and relief; and relationships with institutions and agencies such as colleges, seminaries, outdoor ministries, campus ministries, Lutheran Services of America (LSA) and Lutheran Immigration & Refugee Services (LIRS) and the ELCA World Hunger Program.

Job Purpose

As a member of the Faith Formation Team, provide leadership and direction for the Mission Builder program, including promotion of the program in the ELCA, recruitment and retention of Mission Builder workers, coordination and scheduling of projects and oversight of construction managers and crews. Works closely with the Mission Builders Advisory Board to shape effective policies and strategies for the program.

For more information about the ELCA Mission Builders program go to:
<https://elca.org/missionbuilders>

Job Responsibilities

% of Time		
15	1.	Provide increased visibility, advocacy and contributions for the Mission Builders program within the life of the ELCA.

15	2.	Lead the effort to recruit, train, retain and communicate with active Mission Builder managers and workers.
15	3.	Respond to inquiries from synods, congregations and other ministries of the ELCA regarding Mission Builders services.
15	4.	Schedule projects and recruit and assign Mission Builder managers for each active building site.
10	5.	Consult with church building consultants, architects and local zoning officials as required.
5	6.	Ensure that jobsite safety requirements are followed and provide access to appropriate safety training and equipment for builders.
5	7.	Manage the finances and expenses of the program in close coordination with the ELCA churchwide staff in Chicago.
5	8.	Convene quarterly meetings of the Mission Builders Advisory Board.
5	9.	Organize and lead an annual meeting of the Mission Builders managers.
5	10.	Participate in ELCA churchwide staff meetings and events as appropriate.
5	11.	Ensure that evaluations are conducted with mission builders and partners at the conclusion of each project

Required Skills	
1.	Minimum of five years working in a construction-related business. Experience working with volunteers in a non-profit leadership role is also desirable.
2.	Strong communication skills, including interpersonal, public speaking, writing and social media
3.	Proven administrative experience, including financial management, analytical and adaptive problem-solving skills
4.	Proven experience working both independently and collaboratively
5.	Ability and experience working with multiple constituencies, including multicultural communities
6.	Ability and willingness to articulate an understanding of Christian discipleship and ministry in daily life
7.	A commitment to the theology, teachings and policy positions of the ELCA

Physical Requirements

Travel.

Travel as needed, typically twice monthly via air and/or automobile. Valid driver's license required.

Physical Effort.

While performing the duties of this job, the employee is regularly required to talk and hear, use hands and fingers to operate a computer and telephone. Must be able to lift a minimum of 25 pounds. Jobsite visits require walking on uneven surfaces.

Interested candidates should send a cover letter and resume to Mark Burkhardt, ELCA Director for Faith Formation at mark.burkhardt@elca.org by April 20, 2020.

Questions regarding the position may also be directed to Mark Burkhardt at 773-380-2556.