



GREENWOOD FELLOWS DIRECTOR

POSITION DESCRIPTION

Direct Report: Director of Emerging Generations

Classification / Minister Designation: Exempt / Non-ministerial

Part/Full-time: Full-time

Pay Range: \$60,000 - \$70,000/annually, based on experience

Days/Hours: Typically Monday - Thursday and Sunday; hours vary based on need

Greenwood Mission Statement: *Forming disciples who love Jesus and follow His way.*

Position Summary:

The Greenwood Fellows Director is responsible for the leadership of the Fellows Initiative local program at Greenwood and partnership with The Fellows Initiative. This role mentors a rotating group of emerging young leaders and oversees the administration of the teams and system to run a high-quality program. This program is complex and requires an individual who can manage multiple deadlines and projects, administrative tasks, and ongoing and frequent coaching of the participating fellows. The Greenwood Fellows Director should have a strong balance of skills and experience in order to be effective in casting vision, strategic planning, tactical execution, leadership and management. This role requires a high degree of personal drive, commitment, reliability, attention to detail and spiritual maturity. The individual in this role will also have a strong desire to work with young adults and future church, workplace and society leaders.

Supervisory Responsibilities:

- Supervise and mentor program fellows
- Oversee various volunteer teams

Duties/Responsibilities:

- Build and maintain a fellows program in partnership with The Fellows Initiative that is guided by the mission and values of Greenwood Community Church (GCC)
- Provide strategic and operational leadership of the Fellows Initiative programs at GCC

- Balance tactical needs with long-term vision and strategy for the benefit of the fellows, the GCC community and other stakeholders
- Provide general leadership and direction as needed to the fellows and coordinate activities to maximize learning opportunities and growth
- Solicit and reflect on feedback from stakeholders annually in order to continually improve relevancy and quality and update program curriculum as needed
- Facilitate excellent team relationships and shared objectives where program participants may collaborate with other programs and ministries
- Develop a robust recruiting pipeline for the identification and selection of future Fellows
- Identify, recruit, admit and “adopt” a class of fellows each year
- Provide teaching and instruction in the core areas identified in collaboration with the Director of Emerging Generations and other church leadership. These areas may include (but are not limited to) leadership, service, community, spiritual formation, Biblical theology, vocational discernment and cultural engagement
- Provide pastoral care for the program Fellows
- Maintain a close relationship with other ministry leaders to facilitate collaboration as needed
- Collaborate with administrative and operational team members to assist with successful onboarding of program Fellows
- Assist Fellows with permanent work placement following completion of the program
- Serve as the outward-facing spokesperson for the program including communication with prospective fellows, employers, guest speakers, ministry partners, etc.
- Develop and maintain healthy relationships with key partners and potential employers for program participants
- Ensure excellent operations and delivery of core program elements including (but not limited to) work placement, host family placement, coursework, ministry interactions, community service opportunities, retreats, conferences and mentoring
- Develop the annual budget for the Fellows Initiative program in collaboration with the Director of Emerging Generations
- Maintain the Fellows program calendar
- Develop and maintain marketing and recruiting materials to advertise the program including (but not limited to) a webpage, brochures, email materials, etc. This may require collaboration with the Communications Director and/or an external vendor
- Manage frequent and effective communications with all program stakeholders (applicants, current fellows, alumni, potential employers, partners, etc.)
- Conduct regular team meetings with program Fellows
- Support values of the organization through a focus on Competency, Character, Chemistry and Culture
- Perform other related duties as assigned by the Director of Emerging Generations

Required Skills/Abilities:

- Ability to impactfully lead, teach and mentor emerging young leaders
- Excellent verbal and written communication skills
- Strong strategic thinking and organizational ability
- Demonstrated administrative and managerial skills
- Creativity in teaching methods and opportunity exposure to effectively develop Fellows
- Ability to recruit, equip and inspire emerging leaders and program partners
- Actively and open-mindedly pursues feedback from all stakeholders

Qualifications:

- Bachelor's degree required; degree in a field of ministry a plus
- Master's degree in a related field desired (or relevant experience/certification)
- Minimum 2-3 years experience serving in the church preferred, specifically working in a leadership position (either operational or ministerial)
- Minimum 2-3 years experience in a corporate environment desired, preferably in an organizational management or leadership role
- Demonstrated experience with teaching, instruction and effective learning methods for young adults

I have reviewed this job description and understand the qualifications, duties, responsibilities and skills required for the position.

Employee Signature

Date

Direct Report Signature

Date