



POSITION DESCRIPTION

Foundation Coordinator

Reports to:	Stewardship Director (if unavailable, President and Operations Director)
Oversees:	Co-coordinator
Internal DJJ Interaction:	President, Ministry Update & Reporting Coordinator, Donor Care Coordinator, Operations Director, Materials Director, Partnership Director, Zonal Representatives
Outside DJJ Interaction:	Foundation Leaders, Donors, Pastors, Ministry Leaders, Disciple-makers, Ambassadors

MISSION:

- *The Foundation Coordinator's core mission is to assist in communication with foundation leaders to secure funding and thereby expand the impact of DJJ.*

OUTCOMES (Job Tasks, Metrics, or Accountabilities):

- This position will be measured by successful communication with foundation leaders, eventually resulting in foundation funding. Metrics include the number of foundations researched and contacted, the number of positive interactions, and the number of proposals accepted.
- Assist in developing strategies to expand the ministry, both qualitatively and quantitatively.
- Assist in overseeing the highest levels of integrity and accuracy in reporting.

COMPETENCIES (Job Requirements, Skills, or Knowledge):

- *Godly.* A vital and growing relationship with Jesus Christ.
- *Salesmanship.* Ability to see what people want, discern if DJJ can match their vision, and successfully communicate the partnership's potential.
- *Recruiter.* Develop a co-coordinator, so your position is covered if something happens to you and possible advancement in the ministry.
- *Personable.* Must be good with people on the phone, in written communication, and face-to-face.
- *Organizer.* Able to organize and oversee the processes of foundation research, communication, proposals, and responses.

- *Communicator.* Excellence in timely communication with foundation leaders, your team, ministry partners, and the DJJ leadership, including regular reporting of impact. Proficient in English and formal writing.
- *Materials.* Must have first-hand knowledge and experience in DJJ materials.
- *Disciple-maker.* Utilize DJJ materials to disciple others in various settings.
- *Creativity/Innovation.* Discovers new areas and ideas that lead to substantial ministry growth and impact.
- *Team player.* Committed to the overall Mission, Vision, and Core Values of DJJ.
- *Technology.* Must have a working knowledge of personal computers and other hardware. Must be willing to learn needed software.

WORKING CONDITIONS (*If safety is a concern in the working environment, check "Other" and explain*):

Office and home working environment.

Other.

MINIMUM QUALIFICATIONS:

Education: Preferred diploma, bachelor's, or master's degree in Bible, ministry, or similar degree.

Network: A network of ministry contacts in multiple denominations and ministries.

EXPERIENCE:

- *5+ years of team leadership experience with five or more.*
- *2+ years of hands-on experience in ministry.*
- *Proficient in computer skills.*

COMPENSATION:

This role is a voluntary, uncompensated position or support- raising missionary position. If you are compensated, the salary and benefits will be determined with the job offer. Your hiring package will be based on your level of support-raising and company guidelines. This position can be a part-time or full-time role.

JOB BENEFITS:

As a ministry, we will email your supporters, who have signed up online, a regular ministry update. Worker's Compensation fees will be paid for by DJJ. As a compensated employee, reduced cost Health Insurance is available to join, all costs to be paid by the employee.

This description intends to provide a representative summary of the position's primary duties and responsibilities performed by incumbents. Incumbents may be required to perform other job-related tasks other than those specifically presented in this description.

Discipleship Journeys with Jesus Organizational Chart

