



Job Title: Mobilization Consultant
Team: Mobilization & Programming
Division: Send Relief
Group: Send Relief
Location: Alpharetta
Reports to: Mobilization & Logistics Manager
Exempt/ Non-Exempt: Exempt
Southern Baptist Required: Yes

SUMMARY

This position will support Send Relief's mobilization efforts to see every church on mission. The primary focus of the role will be facilitating the mobilization of churches and volunteers to strategic mission opportunities in Send Cities and strategic focus areas with the goal of meeting needs and changing lives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Support the Mobilization & Logistics Manager in mobilizing churches and volunteers.
2. Support the Mobilization & Logistics Manager in developing and managing program opportunities at Send Relief ministry centers.
3. Assist Mobilization & Logistics Manager in managing quality control of programs at each ministry center.
4. Work with Marketing to ensure that all opportunities are updated and promoted in a timely and relevant manner.
5. Assist in the management and scaling of the Volunteer Management Portal
6. Ensure that all activity is tracked and reported in CRM
7. Assist in the communication and training of volunteers mobilized on mission
8. Assist with other Send Relief activities as requested by direct supervisor or other Send Relief leadership

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor or equivalent degree required or four or more years of equivalent experience.

COMMUNICATION SKILLS

Ability to read, analyze and interpret most documents. Listening skills must be excellent with a proven ability to understand what is said and what is meant. Written skills must be



strong and flexible. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply principles of logical thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables.

CHRISTIAN WALK

Evidences of a mature and growing Christian walk characterized, by Paul, in 1 Timothy 3 and Titus 1. Personal wisdom and sufficiency are grounded in Christ and the word of God, with a life submitted to God's authority in all things. Models a daily soul-winning lifestyle. Can effectively lead others in prayer. Gives regularly and generously to the work of the church. Readily applies scripture to personal and professional situations. Can articulate Baptist theological understandings on a range of issues. Conducts ministry in keeping with the principles and spirit of the *Baptist Faith and Message 2000*.

PERSONAL QUALITIES

Enjoys healthy, affirming relationships with spouse (if married), family, neighbors and friends. Exhibits integrity in professional and personal life. Modest in dress and deportment and makes a favorable first impression in both bearing and manner. Aware of personal strengths and shortcomings, potential, psychological needs, biases and prejudices, and actively solicits and benefits from constructive criticism. Personal finances are in order, with no oppressive burden of consumer debt. Is a member of a local Southern Baptist church and takes an active role as time permits. Demonstrates a high level of energy, with a bright, positive affect, warmth and genuine interest in people.

OTHER SKILLS, ABILITIES, QUALIFICATIONS

Working knowledge of the NAMB strategy. Understands and demonstrates a familiarity with the financial structure within and among the SBC operating entities, i.e., NAMB, IMB, LifeWay, State conventions, associations and churches.

PHYSICAL DEMANDS

While performing the duties of this job, the employee frequently is required to reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee may need to lift and/or move up to 10 pounds.