

Episcopal Diocese of Massachusetts 138 Tremont Street Boston, MA 02111

# **Project Director for Global Missions**

## **Background:**

The Episcopal Diocese of Massachusetts includes the eastern portion of the state (including Cape Cod) and has 185 congregations.

Global Mission in the Diocese is based on collaboration and partnership between the Diocese or congregations and dioceses, congregations, or mission sites outside diocesan borders. Jubilee Ministry supports global mission partnerships in Africa. Other successful partnerships involve ongoing connections between partners in Central and South America, the Caribbean Basin, Palestine/Israel and the broader Diocesan community.

As the first fruits of the diocesan Together Now collaborative campaign, \$1.5 million dollars is available over the next five years not only to support the Director of Global Missions position, but also to be given as matching grants to congregations, deaneries, or parishes in collaboration which are continuing or developing global mission partnerships.

Sound planning, implementation, monitoring and evaluation, accounting, and appropriate use of resources are vital not only for maintaining existing associations, but also for conceiving, developing, and supporting new trusting partnerships that further God's mission and encourage the spiritual growth of all involved

# **Job Description:**

The Project Director for Global Missions will be integral in nurturing spiritual growth of those engaged in mission and parishes throughout the diocese, thereby putting into action its commitment to social justice.

The Project Director will work with congregations, the Jubilee Ministry board, the Deacons for Mission, contacts from established partnerships, and others in the Diocese to the design, implement and report on global mission partnerships.

Responsibilities will include:

# Congregational mission partnerships

- Congregational education about mission partnership opportunities, in close collaboration with diocesan staff and assigned deacons
- With the Deacons for Mission, interfacing with congregations and the Diocese preparing mission trips or receiving mission partners, including briefing before and debriefing after mission trips or visitations

#### Financial and Administration

- Provide support to the Jubilee board and for other partnerships, existing and new
- Participation in congregational grant application process for Mission Tithe grants, coordinate with diocesan grant administrator
- Administration of Jubilee grants made to African mission partners, with Deacons for Mission
- Evaluation and monitoring of all grantees and their projects, programmatic and financial performance, to include monitoring of payments
- Strengthen the financial checks and balances of projects and partnerships.
- Support to congregations, as needed, in monitoring grants made to global mission partners
- Maintain the files and records for this office

## Communications & Networking

- Develop and execute a communication strategy, with the Director of Communication, regarding
  mission partnership grants, trips, and opportunities; to include such vehicles as a web presence,
  newsletters, and social media
- Management of communications with and between established partners and with potential new partners
- Connect congregations who are ministering in the same areas of the Global South
  Development of ties with outside organizations, national church, and ecumenical organizations
  who share vision for partnerships in global mission

# **International Development**

- Evaluate and develop potential mission partnership sites to match with diocesan congregations, travel required
- Help to translate local customs, expectations, and faith between partners
- Invite and support travel to the Diocese by mission partners, with Deacons for Mission

## **Qualifications:**

- Masters degree in public health, business administration or related field—or equivalent experience and training
- Ability to work with teams and individually on a wide variety of administrative and managerial tasks, related to partners oversees, Diocesan staff, assigned deacons, and congregational committees
- Knowledge of faith-based organizations, in other countries, (including the Anglican Communion a plus), as well as experience with project design and implementation in the Global South.
- Knowledge and understanding of mission partnerships—first-hand mission experience a plus
- Ability to work within a complicated organizational structure

- Basic accounting skills
- Demonstrated ability to organize and prioritize tasks
- Strong social and communication skills
- Proficiency with electronic communications, including strong skills in MS Office

This is a half time position.

Reports to: The Canon to the Ordinary

The Episcopal Diocese of Massachusetts does not unlawfully discriminate in employment opportunities or practices on the basis of race, color, gender, gender identity, sexual orientation, national origin, age, disability, or any other characteristic protected by law.

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