

**Position Title:** Associate Director, JourneyMates

**Reports to:** The Executive Director

**Location:** NC Triangle - Wake, Durham, and Orange County

## The invitation:

JourneyMates invites you to enter into a discernment process, seeking God's will regarding becoming a member of our staff team as the Associate Director. Our prayer is that this director would use the unique gifts and talents God has given to him/her to provide contemplative leadership, guidance, and administrative oversight for JourneyMates Ministries. Ideal candidates for this position will thrive in an environment where they are asked to turn vision into reality, building systems and organizational structures to support a vibrant, growing, locally accessible Christian soul care ministry. Working alongside the Executive Director, staff team, and volunteers, they will help actualize our dynamic forward-thinking mission, ensuring alignment and effectiveness across all areas of the organization. As the primary integrator of JourneyMates Ministries, this person will hold administrative management responsibility related to all operational and programmatic ministry areas of JourneyMates.

## Ideal candidates will value:

- Christian spiritual transformation and soul care ministry as essential to life in Christ
- Discerning, collaborative, and contemplative working environments
- The cultivation of strong, supportive, helpful, and transparent working relationships
- The integrity of JourneyMates' non-profit business and operations as vitally important to its health, and well-being as a Christian ministry
- Creativity and flexibility of staff and volunteer leadership

## Ideal candidates will:

- Enthusiastically receive opportunities to integrate the vision, mission, values, goals and objectives of JourneyMates Strategic Plan
- Exhibit skill and discernment in identifying and facilitating discussions to solve issues in an effective way by leveraging the gifts, talents, and perspectives of the leadership team
- Engage strong relational leadership, organizational, operational, and communication skills
- Thrive in leadership, management, and support of efficient and effective systems and structures
- Enjoy facilitating teams through utilizing administrative, technical, numerical, and analytical skills

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## Position Overview

### Operations, Project Management, and Administration (35%)

- Works with the Executive Director to implement organizational strategy and key objectives
- Manages and coordinates weekly staff meetings and all daily operational activities associated with JourneyMates programs, events, and non-profit organizational activities
- Documents and maintains operational processes, policies, and procedures; determines gaps and inefficiencies; implements process and system improvements
- Takes ownership of projects and pays extreme attention to detail
- Manages all financial systems, helps with reporting and analyzing data, projections, budgets, etc.

- Maintains compliance with all local, state, and federal legal requirements, documentation etc.

### **Leadership, management, and supervision for the staff team (30%)**

- Ensures regular performance management conversations among organization's employees
- Screens, hires, supervises, and terminates employees as assigned
- Leads program and event management, logistics, and goal-setting
- Provides oversight and delegation within staff team
- Manages volunteer engagement, provides administrative insight for volunteer teams
- Manages the organizational calendar to ensure alignment of staffing and resources

### **JM Partner Development (25%)**

- Articulates and communicates the vision, mission, and core values of JourneyMates
- Help to build positive relationships with constituents, volunteers, partner organizations
- Helps to identify development opportunities and remove barriers to execution of goals
- Responsible for management, maintenance, analysis of all data and systems associated with all JM event participants, volunteers and financial partners
- Represents JourneyMates and/or the Executive Director by participating in key associations, organizations, and trainings as assigned

### **Personal, Spiritual and Professional Development (10%)**

- Prays daily on behalf of JourneyMates; maintains a personal life in Christ commensurate with JourneyMates ministry policies and covenant; participation in JM ministry programs as assigned
- Continues learning and growing in areas of non-profit business operations and formational leadership; attends educational seminars and conferences; reviews professional publications; participates in professional networks as approved or assigned by the Executive Director

### **Required Skills and Qualifications**

- Must be a follower of Jesus Christ and be engaged in a Triangle-based church community
- Agrees with JourneyMate Statement of Faith and Sexual Conduct Policy for JourneyMates Staff and Volunteers
- Bachelor's Degree required, Formational ministry, training, non-profit ministry experience preferred
- Minimum two-year experience with organizational, managerial, supervisory, project, and operational management
- Proven ability to work with others to plan, schedule, and execute projects to completion
- Excellent verbal and written communication skills; ability to confidently present ideas and recommendations in any setting
- Gifted interpersonal skills; strong collaborative and discernment instincts
- Proven capacities with technology/software applications (ie. Microsoft Office, Salesforce, Google Platform, Zoom, and Quickbooks). Basic website development experience preferred

**Compensation:** Average 30-40 hour range; \$44,000-\$62,400 salary commensurate with hours and experience, benefits include PTO and paid holidays. Exempt

**Working Conditions:** Availability to work regularly between the hours of 8:00-5:00 daily in a Triangle based home-office setting and/or between 5:00-10:00, 1-2 evenings monthly. Ability to travel for staff meetings and other JM events.

**Application Process:** Please pray and seek God about applying for this position. If you are led to do so, please send a cover letter and resume, with references, to [JoinUs.JourneyMates@gmail.com](mailto:JoinUs.JourneyMates@gmail.com).