



JOB DESCRIPTION

Title: Director of International Development

Type: Full-time and salaried

Location: Punxsutawney, PA

Reports to: VP of International Ministry

ROLE SUMMARY

The mission of the Director of International Development is to introduce international development expertise and practices into *Heaven's Family*. This person will play an important role in refining and executing the vision for advancing Jesus' Kingdom, specifically through supporting disciple-making movements with development and relief practices. Initially, this staff member will direct our programs for orphan care, refugees, disaster relief, education, and persecuted Christians before expanding to our other programs. They will ensure we are achieving our goals and are successful in our mission and vision.

ROLE & RESPONSIBILITIES

The Director of International Development will play an important role in refining and executing the vision. He or she will evaluate and improve current programs, build new programs, and grow and scale programs, along with leading and building a team to support the programs. Specific responsibilities include:

- Learn and evaluate *Heaven's Family's* current strategy, programs, projects, and partners with regards to disciple-multiplication, development, and relief
- Within first six months with the management team, develop a multi-year plan with measurable goals and outcomes to increase the fruitfulness of our efforts in development and relief
- Collaborate closely with the Director of Disciple-Multiplication to support disciple-multiplication efforts through development and relief practices and projects
- Work with the Accounting Department to manage the overall operational, budgetary, and financial responsibilities and activities of the ministry group
- Collaborate with the Advancement Department in planning, organizing, executing, and evaluating fundraising strategies
- Serve as a knowledgeable resource to the organization's management team
- Perform other duties and responsibilities, as assigned and needed

REQUIREMENTS

The Director of International Development will be an exceptionally talented and passionate leader with a calling to full-time ministry work and evident commitment to personal godliness.

He or she will be a “visionary within the vision” and entrepreneurial, yet detail-oriented and excel in both administration and operations.

EDUCATION

- Master’s degree or higher in International Development (preferably from a Christian university or school) or a related field, or equivalent experience

EXPERIENCE

- At least five (5) years of international development/ministry experience including work in a developing country

SKILLS AND ABILITIES

- Excellent interpersonal skills
- Excellent oral and written communication skills, including storytelling
- Technologically competent
- Proficient in photography
- Strong project management skills
- Strong managerial and team building skills
- Willingness and ability to travel internationally
- Able to work from home in the Punxsutawney area and regularly meet with other staff in various places until we eventually acquire office space

COMPENSATION

Salary range: Please send salary requirements

Benefits package: Health care stipend for employee and family; retirement plan matches employee payroll deductions, up to 3% of income.

Vacation: Twenty (20) days annually

Relocation: Allowance is negotiable

Other: Nine (9) paid holidays annually

CONTACT

Ready to take the **next step?**

For additional information about *Heaven’s Family*, please visit our website at www.HeavensFamily.org/employment. If, after prayerfully reviewing this information, you sense that this role and opportunity could be a good fit for you, please submit a cover letter, resumé and salary requirements to:

Stephen Servant | humanresources@heavensfamily.org