

Director of Community Connection | Job Description

The Director of Community Connection engages the congregation and the wider community through service opportunities, community partnerships, and events that build connections. This position directly supports Reveille's vision to be a hub of faith, hope, and service in our greater Richmond community so that all people have abundant access to what we need to thrive together. This is a full-time (Sunday through Thursday), exempt position with benefits.

Responsibilities and Duties

The responsibilities of the Director of Community Connection include, but are not limited to:

- Supports the ministries, mission, and vision of the church and forms positive relationships with church staff, members, servant leaders (volunteers), and community members
- Provides staff leadership for the Hub Team which coordinates current and new outreach ministries, community partnerships, and congregational and community events
- Establishes and nurtures partnerships with nonprofits, churches, schools, and other organizations serving our community and with church-affiliated groups such as the Reveille Weekday School, United Women in Faith, and Boy Scouts
- Fosters an invitational culture with events and service opportunities that engage members and welcome newcomers and intentionally link faith and the church with the community
- Attends community meetings and events and studies local demographic trends to better understand the needs of the community around the church
- Leverages the church's physical location and facilities to better engage and serve our community
- With the Hub Team and other staff, develops, implements, and maintains an ongoing churchwide process to recruit, train, and support servant leaders, helping congregants determine their gifts, passions, and calling to connect to service in and through the church
- Identifies, recruits, and equips teams that plan and execute congregational and community events and service opportunities
- Evaluates and responds to assistance requests from individuals in the local community
- Works with other vision teams and staff to connect service opportunities and social events to other ministry areas, proactively coordinating calendars, communications, and facilities needs to provide excellent service and event experiences
- As part of regular duties, serves on Sunday mornings and afternoons by greeting members and guests, engaging with the congregation, and collaborating with other staff
- Collaborates with clergy and other staff on worship services, administrative duties, and programs in the life of the church
- Attends weekend or evening events/meetings as part of regular duties and responsibilities
- Performs other duties as assigned as needs arise and the church evolves and changes

Qualifications and Skills

- Minimum of two years of leadership experience in a ministry, nonprofit, or comparable organization that focuses on community involvement and volunteer recruitment
- Bachelor's degree from an accredited college or university required
- Experience in local church ministry preferred
- Experience recruiting, equipping, and leading teams of volunteers
- Excellent event planning and execution skills
- Organized, efficient, and skilled in creating and implementing systems
- Experience with Microsoft Office, social media, email marketing, and other web-based tools for communication, research, and ministry management
- Excellent oral and written communication skills
- Ability to maintain confidentiality
- A flexible, creative, and proactive approach to ministry, exhibiting love, compassion, and a collegial attitude
- Good time-management skills to maintain a healthy balance between self, family, and work

Accountability

The Director of Community Connection is supervised by the Lead Pastor and is subject to the jurisdiction of the Staff Relations and Finance Committee.

Physical Demands

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing the responsibilities of the job, the employee is required to sit and use their hands and fingers to handle or feel. The employee is required to talk and hear, stand, walk, reach with arms and hands, climb stairs (the offices of Reveille United Methodist Church are located in an historic four-story building without an elevator) or balance, and to stoop, kneel, and lift at least 20+ pounds to move equipment and materials. Vision abilities required by this job include close vision for use of a computer and reading materials related to the position.

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.