

**NorthPark Presbyterian Church**  
**Position Description**  
**Director of Mission and Connection**

*NorthPark is a community defined by a spirit of connection and a heart for mission.*

**Purpose:** To connect members, visitors, and friends in fellowship together and in service to the needs of the community, nation, and world through the missions of the church.

**Accountability:** Reports to the Pastor and collaborates with the Mission Committee, the Fellowship and Membership Committee, and the Casa de Vida Advisory Board.

**Employment Classification and Hours:** The position is full-time, exempt. Usual workdays are Sunday (8 am–1 pm) and Monday – Thursday (8:30 am–4:30 pm). Flexibility required to accommodate meetings and church events occurring outside normal business hours.

**Primary Duties and Responsibilities:**

Mission

- Support and enable NorthPark’s mission programs, with primary responsibility for overall planning, administration, and communication.
  - Collaborate with Mission Committee to develop and implement annual program goals and budgets and to entertain and evaluate new mission efforts.
  - Build and maintain relationships with mission partners to understand community and global needs (i.e. poverty, housing, hunger, issues of justice and equality, etc.). Develop and propose ongoing and one-time opportunities to meet those needs.
  - Administer Committee’s two annual grant award cycles; facilitate mission-specific offerings.
  - Regularly promote mission programs within the congregation and beyond; invite, recruit, and train (as needed) mission program volunteers.
  - Provide assistance to walk-in individuals in need (access to social services, shelter, personal care, human connection).
  
- Enable Casa de Vida, a mission of NorthPark offering respite care to those with Alzheimer’s Disease or related dementias, by supporting its program Directors and Advisory Board with primary responsibility for administration, funding, and community outreach.
  - Field inquiries from potential participants, volunteers, and community partners; maintain waitlist; process volunteer background checks; organize volunteer training and caregiver support group; schedule outside resources (e.g., art and music therapy, etc.)
  - Write/submit grants for program funding; develop, expand, maintain the program donor base.
  - Develop relationships with faith, medical, social and memory care organizations to maintain awareness of the Casa de Vida program and to remain abreast of resources available to those with Alzheimer’s Disease and related dementias.

## Connection

- Support and enable NorthPark's formal and informal welcome and fellowship programs, with primary responsibility for overall coordination and communication.
  - Befriend church newcomers, visitors, and members, inviting them to explore their interests and to connect at NorthPark; collaborate with Fellowship and Membership Committee and Membership Coordinator to welcome and connect new members and visitors into the life of the church.
  - Develop internal and public communications specific to connectional activities and opportunities.
  - Coordinate and support one-time and ongoing fellowship groups, connecting them to people with like interests and needs and offering resources as requested.
  - Collaborate with Fellowship and Membership Committee to develop and implement annual program goals and budgets, to entertain and evaluate new connectional efforts, and to oversee its budget.
  
- Perform other duties as assigned.

*This description is not intended to list in detail the multitude of tasks that are assigned, but rather to give the individual a general sense of the responsibilities and expectations of the position. Essential functions may change as the nature of business demands change.*

## **Knowledge, Skills and Abilities:**

- Leadership experience in non-profit projects, programs, or organizations serving those in need; minimum three years' preferred
- Committed to an inclusive, welcoming vision of ministry; exudes a natural sense of care and concern for others
- Track record of networking and building strong relationships to exchange information and work toward shared goals
- Education and/or experience in social work or related field; certification a plus
- Broad knowledge and connections in the medical, social, and senior services arenas, including those serving individuals with Alzheimer's disease and related dementias
- Ability to drive projects from conception to completion, both independently and in collaboration with partners and volunteers
- Excellent administrator with strong organizational and planning skills
- Effective spoken and written communicator and facilitator, in person and virtually
- Maintains confidentiality, exercises sound judgement, demonstrates appropriate expressions of care
- Computer skills (email, word processing, spreadsheets, virtual meeting spaces, social media, etc.)
- Financial skills (including budgeting and grant writing)
- Must maintain a valid drivers' license