

Title: **Missions Director**
 Staff Assigned: (Coming Open)
 Reports To: Angie Mollenkopf, Executive Director
 Salary: Volunteer (or Deputized Fundraiser)
 Date Modified: 10 June, 2019

Summary Description:

The program success of Nehemiah Vision Ministries (NVM) is highly dependent on the involvement of STM volunteers – especially teams. The Missions Director assists the Founder/ President, Executive Director and Development Director by providing overall program leadership and management oversight to the Short-Term Missions (STM) teams process. The Mission Director is responsible for regular, thorough and accurate communications between the STM teams, the Mission Team Coordinators (MTCs) and the on-the-ground Haiti Teams Facilitators (HTF). The Mission Director is to build relation with all visiting guest. This relationship will help to foster conversation and allow the Mission Director to help the guest navigate cross-cultural serving.

Essential Duties and Responsibilities (include but not limited to):

- In a constant pursuit of excellence, ensure all aspects of the STM program are managed in accordance with established processes, procedures and policies.
- Work hand in hand with the Operations Director to ensure the facilities and staff are ready for hosting teams
- Coordinate and Manage MTCs (Missions Team Coordinator) and HTFs (Haiti Teams Facilitator) to insure that all participants in the STM process have a positive experience:
 - Establish and communicate appropriate expectations for the STM experience
 - Establish and maintain the STM ‘master calendar’ (Google Calendar)
 - Monitor the STM program throughout the entire process, making course corrections where necessary.
- Specific tasks include:
 - Reviewing initial inquiries for STM opportunities to serve with NVM
 - Make initial follow-up communication with prospective volunteers/teams
 - Determine type, size and skills of teams
 - Explore ‘preferred’ dates that volunteers/team is available to serve
 - Coordinate field service opportunity and communicate to volunteers/teams (w/ other Haiti NVM staff)
 - Confirm with volunteers/teams specifics (dates, activities, team size, etc)
 - Assign a team number (used to track all team activities from then on)
 - Assign MTC to the team
 - Introduce MTC to team (electronic hand-shake) and communicate next steps
 - Manage Team Facilitators on the ground
 - Assign Team Facilitators to teams
 - Manage STM calendar on the ground to prevent scheduling conflicts
 - Debrief with Team Facilitators once each team has completed field service and Ensure all NVM survey of teams are complete by said facilitators
- Work with MissionKconnect to ensure that web-based:
 - Processes and opportunities are current and functioning as needed

Essential Duties and Responsibilities (include but not limited to – cont'd):

- Latest documents and information are current and available as needed
- Communicate/work with Finance to ensure accurate 'accounts receivable' records and assist in collections to keep same as-low-as possible
- Manage the scheduling board in the office and verify all team transportation and translator needs are scheduled and completed
- Regular communications with Executive Director
 - Weekly phone call
 - Bi-Weekly report incl. current scheduled teams calendar and invoice tracking spreadsheet
- Ownership and maintenance for all of the folders for MTC's:
 - File applications, proof of insurance, team invoices, etc.
 - Update STM documents as needed - (for example) Invoice Templates, Airport Instructions, Insurance docs, STM training packet, Fundraising packet, Needs/Wants Lists, Information docs, Checklists, etc.
 - Archive old items and ensure easy accessibility to current documents
- Coordinate overflow teams
 - In the event that MTC's are unable to add teams to their load, MD will accept coordination of additional teams
 - See Job Description for Mission Team Coordinators
- Coordination of Intern Program
 - Handle and process all communications with interested intern applicants
 - Work with with program directors on scheduling intern time
 - Manage all paperwork, including but not limited to:
 - Application, liability waiver, background check, fundraising packet
 - Handle reimbursements as needed
 - Oversee interns while in country to insure good programatic involvement and stability.
- Fill out and maintain all incident reports as needed
- When the need arises (political unrest, natural disaster, major problems on campus, ect.), the Mission Direct acts as the decision maker for the staff and visitors on the ground.
 - They will work closely with the Founder, Executive Director, and Operations Director to insure good information is sent and received
 - They will develop and carry out action plans and handle all communication with teams
 - They will assume responsibly for the health and well-being of all staff and visitors on the campus

Qualifications (Knowledge, Skills, and Abilities):

- Demonstrated experience in administration
- Strong organizational and communication skills
- Servant-hearted leadership
- Must have own computer

Education and Experience:

- Some STM experience strongly desired
- First-hand familiarity with NVM and Chambrun campus would be advantageous
- Volunteer management experience strongly desired

Work Environment:

- International travel will be advantageous and therefore a valid passport as well as appropriate visas and immunizations, are required.
- Conditions will vary with the task. Work will be accomplished alone or in a team setting.