

Missions Network Specialist**Position Summary:**

The Missions Network Specialist organizes all aspects of the CF and FN missions programming while coordinating all domestic partners with international partners to create a cohesive framework for missions that fully exhibits the characteristics of the Acts 1:8 mandate.

Office Hours: Schedule B

Status: Full Time/Salary/Non-Ordained

Supervision:

Receives immediate supervision from the Operations Executive

Duties & Responsibilities:

- Develop, manage, and oversee opportunities for regional, national, and international Missions projects
- Coordinate very closely with the Lead Pastor, FN International Director and FN Domestic Director to create a functional approach for missions programming
- Travel as needed with the Lead Pastor to meet and evaluate domestic and international partners and opportunities to serve and assist them
- Build vibrant relationships with domestic and international partners and provide appropriate due diligence of missions opportunities in their areas
- Implements the vision of the Lead Pastor and ensures every mission trip aligns with the FN focus of growth and replication
- Clearly communicate and encourage mission opportunities to pastors of all partners and plants
- Create, coordinate and manage mission trips for all partners and plants
- Lead/Facilitate missions training for mission trips
- Plan and implement itinerary for mission trips
- Itemize and create budgets for individual mission trips, set fees for those attending and manage budget accordingly
- Acquire insurance, transportation, housing and food services for mission teams
- Successfully lead mission teams on domestic and international trips
- Identify and mentor other individuals who can competently lead mission teams and grow a volunteer team of missions specialists
- Maintain reports for volunteer hours, and demographics of those reached during events.
- Other duties as assigned

Qualifications:

Essential and other important responsibilities and duties may include, but are not limited to the following:

- A clear testimony of faith in Jesus Christ and a vital growing personal relationship with Him
- Commitment to the mission, vision and worship philosophy of Cumberland Fellowship and the Fellowship Network
- A calling to missions both domestic and internationally
- Self-motivated, team player with a positive attitude and commitment for continued growth
- 2-3 years of experience with missions and missions activity required
- Successful leadership of multiple missions team required

- Competent in organization, administration, and interpersonal relationships
- Highly expressive and communicative
- Ability to develop volunteers