

**Title:** Associate Director of Mobilization

**Department:** USSB Mobilization

**Reports to:** Director of Mobilization

**Classification:** Full-time, 40 hours a week

**SUMMARY:** Frontiers is a Christian, faith-based non-profit working with churches to send their workers overseas. The role of the Associate Director of Mobilization is to contribute to the mission of Frontiers by providing leadership to the Mobilization department in collaboration with the Director of Mobilization. The Associate Director of Mobilization will supervise Mobilization staff and participate in strategy development for the department. In addition, the Associate Director of Mobilization will help develop systems and processes that keep the department aligned with the goals and vision of the Director of Mobilization.

**ESSENTIAL RESPONSIBILITIES:**

- Assist the Mobilization Director with the leadership of the department
- Supervise Mobilization staff and help them develop professionally
- Coordinate and oversee special projects within the department
- Raise 100% support to cover funding for this position (i.e. salary, benefits, retirement, personal ministry related expenses)

**SKILLS/TRAITS:**

- Understanding of and alignment with the ethos and goals of Frontiers
- Proficiency with Microsoft Office suite; willingness to learn & use department-specific software
- Excellent communication and people skills
- Strategic thinking
- Ability to translate visionary goals into actionable plans
- Ability to lead projects, delegate effectively and motivate others to achieve shared goals

**QUALIFICATIONS:**

- Bachelor's Degree or higher, preferably in related field(s)
- At least two years with experience in ministry leadership (field experience or missions mobilization would be a plus)
- At least 2 years of experience in a supervisory role
- Serves as part of a local body of believers, demonstrates a vibrant walk with Jesus

Frontiers values the importance of life and work balance and offers flextime options. This job posting is a summary of the position. A full description will be provided during the recruiting process.

This is not a remote position but is located at our US sending base office.

To apply, send a cover letter and resume to [hr@frontiersusa.org](mailto:hr@frontiersusa.org). No phone calls please. Because of the number of emails received, you may not receive an individual response.