

Title: Director of Short-Term Opportunities

Department: USSB Mobilization

Reports to: Director of Mobilization

Classification: Full-time, 32 hours a week

SUMMARY: Frontiers is a Christian, faith-based non-profit partnering with churches to send their workers to the Muslim world. The role of the Associate Short-Term Director is to contribute to the mission of Frontiers by providing leadership, appropriate training, and resources to ensure the fruitfulness of all Short-Term staff and administer Short-Term opportunities for those desiring to serve the Muslim world with Frontiers.

ESSENTIAL RESPONSIBILITIES:

- Provide strategic thinking and leadership in crafting a Short-Term strategy.
- Evaluate and adjust Short-Term opportunities as needed.
- Communicate Short-Term opportunities and needs with regional mobilization teams.
- Cultivate excellent relationships with field workers and teams.
- Coordinate and promote Short-Term opportunities including Cross Cultural Internships and Summer Trips.
- Raise 100% support to cover financial budget (i.e. salary, benefits, retirement, personal ministry related expenses).

SKILLS/TRAITS:

- Proficiency in Customer Relationship Management software or ability and willingness to learn.
- Understanding of the ethos and goals of organization.
- Excellent communication and relational skills.
- Ability to manage staff and lead trips as needed.
- Ability to lead projects and delegate effectively.
- Strategic thinking in creating and facilitating Short-Term opportunities.
- Excellent people skills including ability to Biblically resolve conflict.
- Visionary Leader
- Discernment
- Passion to see God glorified in Muslim world.
- Serves as part of a local body of believers; demonstrates a vibrant walk with Jesus.

QUALIFICATIONS:

- High school diploma or GED
- Bachelor's degree is preferred.
- Experience working overseas is preferred.
- Participation in Short-Term trip required; leadership of Short-Term trip is preferred.

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.

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