



Join HopeSprings as the:
Director of Faith Community Outreach

HopeSprings is a 501 (c) 3 that builds human resource capacity to:

- Raise awareness of HIV and AIDS;
- Equip those God has called to serve in the epidemic regionally and nationally; and
- Partner with community organizations providing avenues of engagement which include AIRS, Moveable Feast, JACQUES Initiative, Heaven's Kitchen and Open Table.

Our organization currently has hundreds of trained volunteers from 100+ churches throughout the Baltimore region and beyond.

Position Description - Responsibilities and Requirements

Position Summary

- Develops, recruits, and maintains relationships with new church partners and faith communities, focusing on but not limited to those within the Presbytery of Baltimore PC (USA)
- Understands and articulates the programs of HopeSprings and be able to successfully garner interest through volunteer recruitment with focus on Live Well Tables (teams of 8-10 individuals from the faith community that surround a person and meet on a weekly basis to address poverty related issues)
- Part-time (not to exceed 20 hours per week), flexible work week with possible weekend and evening hours
- Reports to the Executive Director

Responsibilities

- Network to build unity and support within Church and Faith Community Partners to address the needs of the communities through the implementation of HopeSprings Programming
- Contact and connect with new Faith Community Partners to provide an overview of HopeSprings Programs, including The Open Table Model through Live Well Tables, and bring in new churches with signed License Agreements and new tables under the Open Table model
- Create a work plan which identifies church outreach activities and responds accordingly to the plan
- Review the project schedule with Executive Director and all other staff that will be affected by the project activities; revise the schedule as required
- Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the outreach
- Develop program presentations for use at meetings and luncheons to equip others to better understand and take action within HopeSprings

- Capture and records all interaction (email, phone, in person) Church Partners into Salesforce.com to track program progress
- Attend weekly staff meetings and report current and upcoming status related to Faith community outreach
- Collaborate with HopeSprings Team to develop and assist in the facilitation and coordination of outreach events and luncheons as needed
- Write reports on the project for management as requested, Monitor and approve all budgeted project expenditures, Ensure that all records for the project are up to date, Prepare reports and supporting documentation as needed and required by funding sources
- Evaluate effectiveness of outreach the project
- Ensure that the project deliverables are on time, within budget and at the required level of quality
- Evaluate the outcomes of the outreach as established during the planning phase
- Other duties as assigned by the Executive Director

Qualifications

Need to Have:

- Bachelor's Degree
- 5 years' experience in business development or sales, church leadership, pastor
- Personal vehicle and cell phone with unlimited minutes
- Strong organizational skills with a high attention to detail
- Self-motivated individual who is a team player, but can work independently
- Excellent oral and written communication skills
- Excellent computer skills in Microsoft Office, especially Word, Publisher, and PowerPoint
- The ability to sign a HopeSprings Statement of Faith located at:
<http://hopesprings.org/about/mission-values-vision>

Nice to Have:

- An understanding and connection with the Presbytery of Baltimore
- Familiarity and Connections within the Baltimore City/County area churches
- An understanding and familiarity with HIV/AIDS
- Degree in Business Administration, Marketing, Non-Profit Management, Theology, Biblical Studies
- Experience using Salesforce, Zoom, Google Platform

Pay

\$25-35/ hour based on experience and potential to contribute to 403(b). This position does not have health benefits.

Please send cover letter, resume, references, and hourly salary requirements to hr@hopesprings.org. Any questions about the position can be directed to the same address. Background check will be completed before hiring.

HopeSprings is an equal opportunity employer. www.HopeSprings.org www.Facebook.com/HopeSpringsHIV