



<b>Title: Missions Director</b>	<b>Prep/Revise Date: April 18, 2025</b>
<b>Reports To: Missions Pastor</b>	<b>Direct Reports: N/A</b>
<b>FLSA /Hours: Non-Exempt / 40 Hours</b>	<b>Campus: Fort Collins</b>

### Summary

The Missions Director will work with the Missions Pastor to fulfill our mission to engage every person who calls Timberline Church home in Missions. The Missions Director also works alongside the Missions Administrative Assistant, multiple ministry directors, volunteers, and other Timberline departments in a multi-campus environment, to enable transformational, holistic, collaborative, and empowering encounters with those in our community and around the globe. The Missions Director will be a leader and have exceptional verbal and written communication skills. Occasionally this position will require time outside of the normal workday.

### Duties & Responsibilities

- Effectively communicate during all phases of a **Short-Term Mission Trip**.
- Manage the clerical and administrative aspects of a mission trip which may include, but are not limited to items such as applications, background checks, creating manuals and leader packets, scheduling, and ordering of supplies.
- Arrange meetings, transportation, lodging, itineraries, etc.
- Manage all financial aspects of the trip, including such items as donations, third-party payments, and petty cash.
- Create and manage forms within the Community Church Builder (CCB) platform.
- Create, develop, and implement a discipleship plan that will recruit and encourage future leaders.
- Actively lead **Local Missions** through the recruitment and training of leaders. Attend meeting and events of local partners. Plan and execute local opportunities, such as: Serve Day, Annual Food Drive, and Christmas Connection Event.
- Active member of Business as Missions (BAM) office to ensure all areas are supported.
- Attend BAM quarterly meetings.
- Provide support and leadership for the **Missions Annual Weekend Events** such as Missions Focus, U COUNT, Orphan Care Weekend, and One Day Weekend.

### Skills/Qualifications

- Strong PC skills and experience in a network environment is required.
- Intermediate skills in Microsoft Office Suite applications are required.
- Solid database experience is required.
- Exceptional written and verbal communication skills along with the ability to handle difficult situations in an appropriate and effective manner is required.
- Must be proactive and detail oriented.
- Must exhibit the ability to engage and equip staff and volunteers across multiple campuses.
- Strong interpersonal and administrative skills.
- Mission's education across various platforms.

### Education and/or Experience

- Experience in Missions engagement.
- Proven ability to function and thrive in a fast-paced, high volume, quick turnaround environment.
- Creative content development.

### **Conditions of Employment/Physical Demands**

- A satisfactory outcome from a criminal background check.
- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel (Part-time not required).
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.
- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

***To Apply: Click the links below to complete the job application and SHAPE Assessment. Please submit these along with your resume and cover letter. We will then contact you for next steps.***

***Please Note: you must submit all items requested to be considered for employment.***

[APPLICATION](#)

[SHAPE ASSESSMENT](#)

Compensation: \$18 - \$20 an hour; based on experience.

Hours: 40/week

Benefits Include: Employer paid health, dental, and vision insurance. Employer contributes monthly to health savings account. Paid holidays and generous paid leave.