



MASSACHUSETTS COUNCIL of CHURCHES

JOB DESCRIPTION

DIRECTOR OF EXTERNAL RELATIONSHIPS

The Massachusetts Council of Churches exists to make the vibrant Church visible. In pursuit of our common Christian witness, we claim a theological foundation of the eternal nature of Christ's Church. **Unity is not ours to create, but ours to make visible.** In this holy ministry, we believe that we serve a God of abundance who will not fail nor abandon us, but longs for and cheers on the reconciliation of all God's people.

The Massachusetts Council of Churches builds relationships in pursuit of full, visible Christian unity. To serve this mission well, we need a strong, diverse, and dynamic staff. The Director of External Relationships will work together with the Director of Internal Relationships and the Executive Director in a highly collaborative team.

The specific role of the Director of External Relationships is to build new relationships within, among and outside of our existing network of denominations, institutions, congregations, and individuals, prioritizing new relationships with Christians who have not historically been a part of councils of churches. We expect the Director of External Relationships to be skilled and structured in organizing the information gathered in this network-building.

The Director of External Relationships is the lead Massachusetts Council of Churches staff person for the integrity and efficacy of our programs and relationships. We believe a mission of common Christian witness demands our excellence.

The position is ~ 21 hour per week, based in our Boston office, with some travel though the Commonwealth. Scheduling of work hours will occur under the supervision of the Executive Director, with the understanding that Sunday mornings are not required.

Specific Responsibilities:

- Make new connections with individuals and local churches in diverse communities, and track that information with close attention to detail
- Take the lead on developing and managing MCC programs with collaboration of Director of Internal Relationships and Executive Director
- Attend all MCC programs and regular staff meetings
- Represent MCC at ecumenical events, including annual meetings of local judicatories
- Build the MCC network through relationship-building work (sharing meals, visits, etc.)

- Pursue a diverse network of coalitions and clergy councils
- Manage the Fundraising Committee
- Take the lead in staffing advocacy and justice projects
- Experiment and evaluate new strategies for common Christian witness with local congregations
- Advise the Executive Director on decisions to partner, collaborate or initiate new projects to further our common Christian witness
- Maintain timely and accurate communication and manage own scheduling with transparency and accountability to the Executive Director
- Collaborate with Director of Internal Relationships and Executive Director, as well as Board, to set organizational direction
- Contribute to MCC Social Media presence and newsletter/website content
- Develop relationships with donors, advise Executive Director in new donor cultivation
- Work with Nominating Committee to identify new leadership for MCC

The Director of External Relationships reports to the Executive Director of the MCC.

Qualifications

The Director of External Relationships will be someone who is:

- Passionate and convicted in the ministry of reconciliation
- Energized in collaborative working environment
- Enthused in meeting new people
- In love with the Church and identifies the marks of a vibrant, reconciling church around us
- Committed to ecumenical and pastoral sensitivity, including confidentiality as needed
- Able to work efficiently and flexibly, with multiple projects at once
- Committed to and interested in working in an intentionally Christian institution, with openness to working in interfaith collaborations
- Comfortable with ecumenical awkwardness of entering new settings and situations
- Clear in communication, with excellent phone, social media, and interpersonal skills
- Self-starting, highly motivated, and able to function dependably and independently
- Disciplined in documentation

To Apply:

Please send a cover letter, including the names and phone numbers of two references, and resume to council@masscouncilofchurches.org. We will review all applications on a rolling basis, with the aim to have a new staff person start in early June 2018.