



## American Baptist Women's Ministries is seeking a Program & Mission Advancement Coordinator

The American Baptist Women's Ministries (ABWM) is a diverse community of American Baptist women and girls serving in ministry in Christ's name. With local, area, region/state, and national levels of ministry, AB Women's Ministries creates a community of passionately faithful, mission-minded women and girls engaged in worship, service, leadership, and friendship. ABWM is an intergenerational sisterhood with a strong presence throughout the US including Puerto Rico. Our ministry focus and core values enable us to be a hub for diverse theological perspectives and spiritual growth. Our ministries include education and prevention of domestic violence and sex trafficking, advocacy, building a beloved community and leadership development.

The **Program & Mission Advancement Coordinator** will have primary responsibility for the ABWM's programs for AB GIRLS and the AB Young Adult Women's ministries. Partnering with the respective leadership teams, the **Coordinator** will coach and support the development of program content for AB GIRLS and Young Adult Women ministries. An equally important role for the Coordinator will be to identify potential grant-making and fundraising sources for ABWM in general, and AB GIRLS and AB Young Adult Women ministries. The successful **Coordinator** will develop and nurture relationships with key partners, donors and leaders to advance the mission and ministry of ABWM particularly in areas that support AB GIRLS and AB Young Adult Women. This position reports to the ABWM Executive Director and is a full-time position *available immediately*. The **Coordinator** will be required to work in the ABWM corporate offices, located in King of Prussia Pa., and relocation assistance is available.

The primary responsibilities and duties include:

- Coach, train and oversee ABWM's Young Adult Women's and AB GIRLS ministries and programs.
- Engage AB GIRLS and Young Adult Women's leadership teams in the execution of their respective strategic plans and programs.
- Engage the respective ABWM committees to support workshops, programs and events to ensure maximum effectiveness of all ministry programs and objectives.
- Ensure intergenerational engagement and collaboration.
- Conduct quarterly meetings with AB GIRLS and Young Adult Women's committees to evaluate the effectiveness of ministry programs and implement modifications as needed.
- Oversee the effective roll-out of ministry events by working with AB GIRLS & Young Adult Women's coordinators consistent with the strategic plan.

- Identify and initiate fundraising and grants to support ABWM programs and ministries, particularly focused on those which support girls and young women.
- Communicate with existing donors and supporters as well as building relationships with new donors for ABWM.
- Nurture regional and national denomination and ecumenical partnerships.
- Represent ABWM at various events, as requested.
- Other relevant duties as assigned.

The successful candidate will have:

- Strong devotion to Jesus Christ and a passion for issues and opportunities for women, young adult women and girls.
- A passion for the work, ministry and core values of ABWM.
- Bachelor's degree in relevant field.
- Minimum of 3-years experience in ministry and/or nonprofit organization.
- Minimum of 3-years experience leading and managing a team.
- Minimum of 3-years experience in fundraising or grant writing for a nonprofit.
- Demonstrated ability to plan and implement programs for young adult women and girls.
- Ability to learn, adapt and be flexible to address best practices of the ministry.
- Excellent communication skills.
- Wonderful interpersonal and listening skills.
- Experience in mentoring and/or coaching.
- Networking, relationship-building and partnership skills and abilities.
- Capable of delegating responsibility to others while coaching/guiding them to achieve desired performance standards and objectives.
- Strong organizational skills and people-oriented management skills.
- Tenacity to persevere in a challenging and changing ministry environment.
- Strong skills in analysis, critical thinking, problem-solving.
- Proficiency with Microsoft Office 365 and social media experience.
- Ability to work independently as well as collaborate with ABWM peers and influencers.
- Project management and time management skills in order to meet competing demands and deadlines.

## **Salary and Benefits**

ABWM hires intelligent, thoughtful, and dedicated people and provides the support, tools and training to succeed. ABWM is an equal opportunity employer that celebrates diversity and provides an inclusive environment for all employees that is conducive to professional autonomy and growth opportunities.

ABWM's total rewards package includes excellent salary and a generous selection of benefits: comprehensive health insurance (medical, vision, Rx and dental), a generous

amount of paid vacation and holidays and paid sick time, plus employer-provided funds into a fully vested 403b). We offer a safe, professional work environment located at the Leadership & Mission Building, 1075 1st Avenue in King of Prussia, PA.

If you believe this position is perfect for you, please send

1. **Cover Letter**
2. **Current Resume**
3. 2-3 minute video (mp4) share a specific example of creative and collaborative ways you advanced an initiative.

to [HRMatters@abhms.org](mailto:HRMatters@abhms.org) as soon as possible and no later than July 30<sup>th</sup> 2021.

### **ABWM is an Equal Opportunity Employer**

ABWM is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates. ABWM is an equal opportunity employers and as such, openly support and fully commit to recruitment, selection, placement, promotion and compensation of individuals without regard to race, color, religion, age, sex (including pregnancy, gender identity, and sexual orientation), genetic information, national origin, disability status, protected veteran status or any other characteristic protected by federal, state or local laws.

The Board and Staff of ABWM believes diversity and inclusion among our teammates is critical to our success.