

## **ABWM is seeking an Associate Executive Director**



American Baptist Women's Ministries (ABWM) is a Christ-centered ministry with a commitment to encourage, engage and empower women, young women and girls to serve God and be leaders in their communities.

Our vision is for every American Baptist woman to participate in a vital ABWM in their local church, a ministry that inspires and engages women, young women and girls to fully embrace and share their gifts and their voices as they become God's person, build God's faith community, and serve God's world.

We look to strengthen our churches and thereby our communities by supporting existing vital ministries with women and girls and to be a catalyst as churches build such ministries. As servant leaders, we come alongside American Baptist churches throughout the US, Puerto Rico and beyond.

ABWM is based on certain non-negotiable values that form a foundation and criteria for all that we do. We provide Christ-centered ministries and we strive for excellence and equity in all we do. We practice faithful stewardship and we are relevant for women today, ever aware of current stresses and joys. We assure that our diversity (clergy/lay, age, geographic, and racial/ethnic representation) as a denomination is represented in our ministries; and we affirm and encourage the use of spiritual gifts. We recognize the worth of all women and girls and value our American Baptist family relationships.

### ***The AB Women's Ministries Associate Executive Director Position***

It is our aspiration that ABWM programs, gatherings and events will inspire women, young women and girls to use their gifts and voices to live the Gospel by building bridges and opening gateways of hope. ABWM is a relevant ministry that prepares women, young women and girls to be leaders led by God into

their communities by supporting today's leaders while encouraging future visionaries that are Christ centered.

The Associate Executive Director negotiates the intersection of our mission, vision and core values with marketing, public relations, programming and ministries so that ABWM's mission and ministry are actualized through a collaborative network of volunteers, local ABC-USA churches, denominational partners and like-minded institutions. This role is integral to our team and reports directly to the Executive Director.

### **Primary Duties and Responsibilities**

- Creates and implements a comprehensive marketing plan strategically aligned to ABWM mission and goals for every event, resource and fundraising campaign
- Oversees communication with constituency groups using resources, publications and social media
- Oversight for website development
- Develops and implements the full range of ministries for AB Girls focused on three age levels: ages 8-11, 12-14 and 15-18
- Develops and implements the full range of ministries for AB Young Adult Women's Ministries, ages 18-35
- Oversees the development of programs and events that meet organizational priorities in cooperation with volunteer staff (i.e. AB Girls Coordinator, Young Adult Women's, etc.) event coordinators, ministry teams and other partners
- Provides staff support to organization's teams and task groups, as assigned, to assist in the implementation of the organization's priorities
- Utilize social media to communicate organization's mission, fundraising campaigns and events
- Initiates and oversees grant processes from application to implementation
- Collaborates in the development and implementation of event budgets

## **Experience and Qualifications**

- Christ-centered mind and heart with the ability to nurture relationships across diverse theological and cultural perspectives within organization's constituent groups and other not-for-profits and partner organizations
- Commitment to Baptist principles, polity and ABWM core values
- Strong leadership and interpersonal skills
- Ability to effectively navigate complex organizational structures and networks to foster strong relationships and partnerships (within and beyond the AB denominational structure)
- Experience facilitating the efforts of volunteers
- Demonstrated commitment of working with women, young women and girls professionally or as a volunteer
- Proven Leadership Development experience
- Excellent listening skills and ability to facilitate consensus
- Familiarity with preparing and administering budgets
- Experience working with vendors
- Master's degree in organizational management, marketing, communications or related discipline (candidate with a Bachelor's degree with equivalent work experience may be considered)
- Bilingual (Spanish/English) a plus
- Lives within commuting distance of ABWM corporate offices and is able to be in office no less than 3 workdays per week. (Relocation assistance available for successful candidate.)
- Familiarity with ABCUSA denominational structure, partner organizations and polity
- Able to travel, as assigned. Travel represents approx. 20% of the work.

American Baptist Women's Ministries is located in King of Prussia, Penn. We offer an excellent compensation package. The total rewards package includes salary and a generous selection of benefits: comprehensive health insurance (medical, vision, Rx and dental), a generous amount of both paid vacation and paid sick time, a rich assortment of paid holidays plus employer-provided funds into a fully-vested 403b).

Applications must include:

- 1) **Cover Letter**
- 2) **Current Resumé**
- 3) **Three professional references**
- 4) **Response to these questions:**
  - a. Describe your role and involvement in a successful marketing endeavor (fundraising, branding, product launch, etc.) for a national/international organization. *(Upload your Word or PDF document - maximum of 2 pages – in the space provided in the Application.)*
  - b. What specific work have you done with the young adults (college age) and/or high school and middle school girls? *(Upload your Word or PDF document – maximum of 2 pages – in the space provided in the Application.)*
  - c. Share an example or create an example using social media (Facebook, Instagram) to communicate information about domestic violence awareness month, human trafficking or STEM opportunities for middle school girls. *(Provide the link in the space provided in the Application.)*

Deadline to submit application is **Friday, October 26, 2018.**

**To Apply**

[ABWM Associate Executive Director](#)