



The American Baptist Home Mission Societies (ABHMS) Searches for a

National Coordinator for Scholarships, Emerging Leaders and Scholars Program

Who are we? Founded in 1832, the American Baptist Home Mission Societies (**ABHMS**) has a long history of meeting human needs and empowering individuals, institutions, churches and communities to share faith, concern and resources to improve the quality of life for all people. ABHMS has done this through supporting education, providing scholarship assistance, publishing Christian resources, funding churches and community centers, counseling and chaplaincy services, intercultural programs, support for immigrants and refugees, advocacy and intervention on behalf of persons living with disabilities, living in poverty, children, senior adults, immigrants, refugees, prisoners and ex-offenders, victims of disasters, and much more.

Why do we need a National Coordinator for Scholarships, Emerging Leaders and Scholars Program? This member of the ABHMS team will serve as the primary point of connection between ABHMS and our scholarship recipient and scholars network. This person manages our comprehensive scholarship and Continuing Education grant programs, and creates and implements programming that brings mutual value to emerging leaders and ABHMS.

The National Coordinator for Scholarships, Emerging Leader and Scholars Program is responsible for the development and leadership of a comprehensive program for identifying and awarding scholarships to applicants with an American Baptist connection. Additionally, this person will develop a Scholars Program and additional initiatives that encourage internships, immersion experiences, vocational discernment and networking among award recipients. The program strategies will increase the capacity of scholars to network with individual professionals, congregations, communities and ABC Regions. The **National Coordinator** provides programmatic and strategic oversight of all educational grant programs, including SABS/IBS and Continuing Education Programs.

The **National Coordinator for Scholarships, Emerging Leader and Scholars Program** develops strategies to identify American Baptist emerging leaders who seek to strengthen their faith, to clarify their sense of call and vocation, and to network nationally with other emerging leaders. In collaboration with ABHMS communications staff, the National Coordinator will develop a strategy for increasing the visibility of scholarship recipients, emerging leaders and program initiatives. Working collaborative with ABHMS program units, the National Coordinator for Scholarships, Emerging Leader and Scholars Program will work to increase resource and development opportunities for scholarship recipients and emerging leaders.

The National Coordinator for Scholarships, Emerging Leader and Scholars Program reports to the Director of Leadership Empowerment and is a full-time position based in the Leadership and Mission Building located in King of Prussia, Pa.

Primary Duties and Responsibilities

- Develop and implement a Scholars Program and additional initiatives that encourage internships, immersion experiences, vocational discernment and networking among award recipients. Such program strategies should be designed to increase the capacity of scholars to network with individual professionals, congregations, communities and ABC Regions.
- Manages the scholarship process, including creating/updating applications, reviewing applications, signing vouchers, managing applicants, regular communication with recipients. This requires collaboration with scholarships/SABS/IBS assistant, scholarships review team and IT.
- Develops and implements programmatic strategies for scholarship and grant recipients designed to increase their capacity to serve and network with individual professionals, congregations, communities and ABC Regions.
- Manages the Continuing Education grants process, including creating/updating applications, reviewing applications, signing vouchers, communications with applicants. Works alongside scholarships assistant and IT.
- Collaborates with communications staff and others within ABHMS to raise awareness of scholarships and continuing education opportunities.
- Develop and implement strategies for increasing engagement with emerging leaders. These strategies should help to identify and partner with American Baptist emerging leaders who seek to strengthen their faith, to clarify their sense of call and vocation, and to network nationally with others.
- Contribute to new and existing ABHMS programming that responds to the aspirations and needs of emerging leaders. ABHMS programming includes Co-Creators Incubator, Intercultural Institute for Emerging Leaders, Scholars Program, and other programs under development.
- Work collaboratively with members of the Leadership Empowerment Ministries unit to develop strategic and innovative programs aligned with ABHMS and unit missional priorities. Also works collaboratively in budget planning and researching leadership trends.

- Provide programmatic and strategic oversight of all educational grant programs including SABS/IBS and Continuing Education Programs.
- Collaborate with other ABHMS program units, including Discipleship Ministries, Intercultural Ministries, Healing and Transforming Communities and Public Witness and Advocacy to increase resource and development opportunities for scholarship recipients and emerging leaders.
- Perform other relevant duties as assigned.

Skills, Experiences, Education and Competencies

- Deep appreciation for the mission, vision, values and goals of ABHMS.
- Masters level degree in Theology or Education; or comparable field experience.
- Passion and interest in working with religious professionals.
- A deep passion for students and their spiritual formation, academic and theological pursuits, and professional/vocational development.
- Minimum of three years working with college students and young adults in an advisory, consultative or leadership role.
- Strong skills in networking via diverse social media platforms.
- Strong communications skills required.
- Fluency in cultural sensitivity and cultural competency.
- Creativity, critical thinking, consistency of output, and strategic planning of work are required for success.
- Highly organized, multi-tasker with strong project management and time management skills.
- Proficiency with Microsoft Office software and Internet applications required.
- Self-motivated with an ability to work collaboratively and in teams.
- Strong professional ethics and sensitivity to confidentiality and accuracy in handling records.
- Competency working in a large non-profit and complex faith-based setting.
- Able to promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution.
- Demonstrated excellent interpersonal, communication and presentation skills, both written and oral across diverse audiences.

- Ability to occasionally work an irregular schedule, evenings or weekends as needed. Able to work additional hours during peak times as well as occasional travel, with ample notification.
- Must live within commuting distance of the ABHMS corporate offices in King of Prussia Pa.

ABHMS is an equal opportunity employer and practices non-discrimination. ABHMS offers a progressive work environment with competitive compensation, comprehensive employee benefits package – including health insurance, retirement plan, life insurance, paid vacation and sick days plus Christmas week off. Relocation assistance available for the successful candidate presently living outside of the local area.

ABHMS provides staff with the support needed to continue to develop knowledge, skills and abilities along their chosen career path consistent with ABHMS' missional priorities and objectives.

If interested, please send these **3 items** to HRMatters@abhms.org **as soon as possible yet no later than October 23rd 2020.**

1. One **3-4 minutes video** answering these 2 questions:
 - a. What do you see as ABHMS' greatest opportunity for outreach to students?
 - b. Our experiences of being mentored by others shape who we become as leaders. In turn, we then grow in our own capacity to mentor others. Tell us a story of a positive experience you've had either as a mentee or a mentor.
2. A **Cover Letter**
3. Current **Resumé**