



Seeking Leaders to Take the Gospel to Women Worldwide

Do you have a heart to share the Gospel? Are you burdened to help women start a relationship with the God of the Universe through His Son Jesus Christ? Are you the kind of person who likes to grow a movement?

Are you looking for us?

We are looking for you!

Stonecroft began 78 years ago when one woman, Helen Duff Baugh, started 25 women's prayer groups to ask God to reveal "new avenues by which to share His love" with others. God answered and Stonecroft was born. Since then, we have equipped tens of thousands of women to take the Gospel to their friends, neighbors, and coworkers—in the United States and around the world. Stonecroft volunteers pray, host outreach events and activities, form small groups and Bible Studies for outreach, and learn to share Jesus one-on-one.

We take the Gospel to women where they are—not expecting them to come to us or visit church, and to women as they are—whatever place or stage of life, not expecting them to change for God's approval, knowing He will transform them in wonderful ways.

Join Stonecroft's great adventure as we engage thousands of young and diverse volunteers, as we increase our impact for the Gospel here and abroad, and as perhaps God uses us to spark revival!

We are looking for people who will grow with us, those with a passion for the Gospel and an insightful knowledge how to reach their nonbelieving peers—through social media, small groups, in one-on-one situations—whatever it takes.

We have immediate needs for full-time, paid staff members, as outlined in the attached Job Description—but this is just the start.

Begin today. Send your resume and cover letter to mcole@stonecroft.org.

Stonecroft Job Description

Rev 1-6-2016

Job Title: Ministry Support Manager

Brief Description of Position: This is a full-time position responsible for supervising the Ministry Support Staff and provide support, resources, and assistance to volunteer leaders. This position includes data entry and clerical work for Outreach Groups and Stonecroft Bible Studies as well as some staff support.

Classification: Exempt

Reports To: Vice President, Women's Connection

Supervises: Ministry Support

Essential Duties and Responsibilities:

General:

1. Follow the policies and procedures stated in the Stonecroft Ministries Staff Handbook.
2. Stay informed about changing trends in ministry to women and specifically Stonecroft.
3. Meet individually with each direct report at least monthly.
4. Maintain confidentiality with all employee and volunteer information.

Ministry Support:

1. Motivate and lead Ministry Support team to provide Stonecroft volunteers with resources and information needed to help them do the work of the ministry through outreach functions, primarily Women's Connections and associated Stonecroft Bible Studies.
2. Ensure volunteers are treated respectfully and information provided to them is accurate and timely.
3. Ensure that information entered in CRM is as accurate as possible and reports are created in a timely and accurate manner.
4. Assess customer service and department operating processes on an ongoing basis. Make recommendations to the VP for necessary enhancements in the Ministry Support area to effectively minister to the Stonecroft volunteer leaders and expand the outreach of Stonecroft Ministries.
5. Develop SMART goals for yourself and your direct reports that support the Annual Plan goals for Stonecroft. Submit goals to VP of Women's Connection for approval. Implement procedures to accomplish, measure and report on the goals for you and your staff.
6. Meet regularly with and conduct yearly performance reviews for each individual in the department.
7. Address escalated volunteer concerns with care and professionalism.

8. Ensure that staff deliver excellent, accurate and timely customer service to all internal and external customers. Develop methods to measure, track and report service levels and activity accurately.
9. Participate on teams to enhance and update materials including manuals, handbooks, brochures etc.

Qualifications:

1. A personal and growing relationship with the Lord Jesus Christ which is naturally communicated through words and actions.
2. Demonstrated commitment to evangelism.
3. Knowledge of Stonecroft and Women's Connection outreach.
4. A bachelor's degree in business administration and/or other appropriate degree.
5. A sense of mission and ability to communicate it.
6. At least 5 years' customer service experience, preferably 3 years at supervisory level.
7. Superior organizational skills.
8. Detail oriented; ability to quickly recognize errors.
9. Demonstrated ability to manage multiple, parallel projects.
10. Excellent written and verbal communications skills.
11. Overall ability to organize and coordinate work to accomplish established goals within a budget.
12. Intermediate knowledge of Microsoft Word and Excel and basic knowledge of Outlook; ability to quickly learn other computer software.

Physical Demands:

- Frequently communicates with people face-to-face, by telephone and email.
- Moves and travels frequently throughout offices to perform duties, attend meetings, communicate with staff, use office equipment and work with resources and inventory.
- Sits for long periods of time while operating computer.
- Occasional travel may be required.