



Director of Outreach

Department: Discipleship

Reports To: Executive Director of Ministry (EDM)

Hours/Week: 40 Hours/Week

FLSA Status: Salaried, Exempt

Schedule: Sunday – Thursdays (some evenings and Fri/Sat)

Job Class: Director

Benefit Eligibility: Full Time Benefited

Location: UPC Main Campus

Salary Range: \$81,000-\$86,000

SUMMARY

We are a family of communities joining Jesus to transform our lives and the lives of our neighbors at the University of Washington, in our neighborhoods, and all around the world.

We believe God has uniquely situated UPC in the heart of the University District, bringing in an abundance of diversity in ethnicities, language, culture, and socioeconomics.

Given this landscape, the Director of Missions will cast vision, mobilize leaders (volunteers and staff) to carry out responsibilities below, steward new and existing outreach partnerships, and manage the outreach ministry’s resources, including staff and budget.

RESPONSIBILITIES

Local Outreach

- Create opportunities to equip and empower congregants to participate in a life of serving neighbors as a part of their discipleship.
- Faithfully cultivate partnerships with local organizations that are aligned with UPC’s mission to serve the University District and beyond.
- In conjunction with the Director of Discipleship, collaborate on ways our “Next Door” groups (groups designated by geography) can faithfully serve their respective communities.

Global Outreach

- Mobilize and lead outreach teams by training, equipping, and inspiring a relational, humble, and reciprocal approach with those we serve.
- Bring the Gospel of Jesus to our growing international community in tangible ways through *Global Friends* (ministry with Internationals), *Language Institute* (ESL classes), and *International Friendship House* (ministry with international college-age students).
- Steward all partnerships by maintaining regular communication, prayer requests, and financial commitments.

Leadership

- Supervise and coach staff, incorporating regular team meetings and 1:1's with;
 - Ministry Coordinator of Global Friends
 - Associate Director of Local Outreach
 - Director of Language Institute
- Serve as a member of UPC's Directional Team.
- Participate in staff meetings, educating, advocating, and sharing stories of our Outreach Ministry.
- Create regular and compelling ways to engage our congregation.
- Participate in corporate worship at UPC.
 - Be a welcoming presence by practicing radical hospitality
 - Occasionally assist in the worship services

Administration

- Develop a yearly financial plan in collaboration with the Executive Director of Ministry and be responsible for day-to-day management of the financial plan.
- Determine goals, policies, and staffing needs in collaboration with Executive Director of Ministry, elders, and key stakeholders to support the UPC vision and mission.
- Create a comprehensive Outreach calendar built around strategic ministry goals.

Other duties as assigned

CULTURE EXPECTATIONS

- Character: Constructive attitude, genuine humility, spiritual vitality, and teachable character.
- Competence: Resilient flexibility, audience/congregant focused, results driven, and God-honoring excellence.

- Chemistry: Relationally intelligent, works collaboratively, and shared commitment to vision of UPC.

QUALIFICATIONS

- Deep and growing faith in Jesus Christ and a theology consistent with the mission of UPC. Has read and understood the Essential Tenants and agreed to support them in the work they do at UPC.
- Cross-cultural competency and awareness required. Cross-cultural experience preferred.
- A passion to see all nations flourish in their relationship with Jesus through service, evangelism, and compassion.
- Minimum 3-5 years of relevant experience.
- Excellent time management skills, attention to detail, and ability to multitask.
- A Master of Divinity or equivalent experience.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams) a plus.
- Bilingual a plus.

PHYSICAL REQUIREMENTS

- Physical ability to walk stairs, work on feet or sit for extended time, and lift 20 pounds.
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.
- This job is regularly required to sit, use hands to handle or feel, and talk and hear.

SPECIAL/OTHER

- Must be available to work flexible schedule – onsite/offsite.
 - Relational ministry.
 - Retreats.
 - Weekends (Sunday Worship).
 - Some Friday Nights – Global Friends.
 - Some evenings for events.
- This job requires some travel – locally, nationally, and internationally.