



6200 Burke Centre Parkway, Burke, VA 22015 • 703.250.6100 • www.burkeumc.org • bumc@burkeumc.org
Welcoming all to learn, celebrate, and share Christ's life-changing love!

Position Title: Director of Outreach (updated April 2022)

Reports To: Senior Pastor

Directly Supervises:

Status: Part Time/30 hours per week

FLSA: Non-Exempt

Effective Date: June 2022

Job Summary: The Director of Outreach oversees the outreach activities of the church (SHARE ministry area) in support of Burke UMC's commitment to engage in relational ministry with our world, national, and local community.

Essential Functions:

The mission of Burke United Methodist Church is to make disciples of Jesus Christ for the transformation of the world. We see that lived out through four core areas (WORSHIP, LEARN, CARE, and SHARE). In light of that, this position will:

- Explore and establish community partnerships in the service of strengthening discipleship
- Develop and communicate a vision for SHARE area at Burke alongside laity that focuses on strong spiritual foundations of outreach
- Identify, train, and sustain lay leadership for outreach efforts
- Develop organizational structure, manage and administer the SHARE Ministry Area, including the financial and benevolent funds associated with the area
- Evaluate and work to meet needs of community members seeking financial or material assistance
- Evaluate and assess results of outreach efforts and envision what is not yet there and bring it to fruition
- Participate on the Social Justice team
- Work with Communications Director to design and develop marketing materials and manage social media and other communications to the community

Other Responsibilities:

- Work with SHARE ministry leadership to establish yearly budget and directs disbursements from individual accounts
- Attend scheduled staff meetings and CAML (Core Area Ministry Leader) meetings

Minimum Qualifications:

- A personal commitment to Jesus Christ and must demonstrate the reality of that relationship through their life and testimony. The best candidate will demonstrate an authentic faith and the ability to communicate and execute a contagious vision for communications.
- A self-starter, versed in problem solving
- Ability to manage multiple projects at once with attention to detail
- Experience organizing and managing volunteers
- Relational skills, including the ability to communicate with all types of people and personalities
- Excellent written and verbal communication skills
- Computer skills including knowledge of Microsoft Office suite

Preferred Qualifications:

- A background or strong working knowledge of the United Methodist Church
- Experience and/or degree in social work, social justice, pastoral ministry, or community development

- Multi-lingual

Physical Requirements: NA

Core Competencies:

Mission Ownership and Execution: Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation and can effectively communicate these ideas to staff and laity. Effectively executes the mission and vision by anticipating organizational barriers, using working knowledge of channels of communication and organizational decision-making processes to overcome these barriers, and understanding and supporting teamwork by promoting group goals ahead of personal agenda and offering self as resource to other team members.

Helping Orientation: Exudes a natural sense of care for the well-being of others and attends to their needs in appropriate manner, observing proper boundaries. Establishes good working relationships with all others who are relevant to the completion of work and works well with people at all levels of the congregation. Is willing to supply answers and resources to help others and communicates directly with relevant individuals.

People/Volunteer Management: Gains commitment, provides direction, and achieves results through the efficient, creative, and responsible deployment of volunteers and engages people in their area of giftedness and passion.

Influencing and Motivating Others: Creates an environment in which others want to participate and do their best by empowering them to share their input and be involved in decision making. Generates energy and passion. Encourages cooperation and uses verbal and nonverbal skill to communicate respect for others.

Self-Differentiation: Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a non-anxious presence amid turmoil; not overly dependent upon outside affirmation; works to build a strong personal support system.

Vision and Purpose Management: Is future oriented and can visualize the larger organizational picture to establish a clear, achievable and compelling vision and core purpose. Is optimistic and articulates possibilities. Identifies and prioritizes strategic objectives and creates mileposts to rally support behind the vision. Makes the vision sharable by everyone.

Leadership Development: Encourages others to discover and engage their gifts and skills in service to the larger community. Is aware of the aspirations of others and supports the development of their skills and abilities. Thinks strategically about the continual need for a next generation of leaders and actively seeks to engage others more directly in the leadership life of the congregation. Encourages people to accept challenging assignments.

Fundraising: Is willing and able to ask others to contribute financially and thinks innovatively about new sources for funding the ministry area or program. Coordinates and executes venues for fundraising in accordance with congregational policy. Coordinates fundraising efforts with the larger stewardship efforts of the congregation.