



MB FOUNDATION SENIOR ADULT MINISTRY COORDINATOR

POSITION SUMMARY

The Senior Adult Ministry Coordinator will share their passion for challenging older adults for Kingdom-thinking by developing relationships with and encouraging pastors and ministers to activate their seniors and engage with MB Foundation resources. The Coordinator will also work directly with seniors in the MB community to help them discover their call in their retirement years and identify and activate God's meaning and purpose for them in this season of life. This is an hourly position working 10 to 15 hr/wk, reporting directly to the CEO, and can be a remote position.

ESSENTIAL FUNCTIONS

- Work with the CEO to develop a “Seniors Ministry Strategy” for MB Foundation.
- Build a network of church leaders to care for and encourage older adults while enabling their churches to reach their seniors in a new and fresh way.
- Serve as an advisor to churches on developing and executing strategies for healthy and growing senior adult ministries.
- Host engagements/events within the USMB conference of churches. This includes such events as local church events, local regional events or larger district events.
- Proactively engage Senior Adults (55+) by overseeing/leading communication efforts (both electronic and verbal) and promotional initiatives, tracking progress, and providing feeding back regularly to CEO.
- Record field reports of activities and accomplishments monthly.
- Work closely with the marketing department to ensure any mass communications meet our standards and can be calendared and dollars are available to produce.
- Pursue the development of strategic partnerships, relationships, and alliances, with other like-minded ministries reaching the target audience.
- Develop and implement business development programs to successfully present and educate existing and potential clients about opportunities provided by MB Foundation.
- Develop and implement performance and outcomes-based strategies and approaches to identify and acquire new opportunities with target audience.
- Build, develop, or use systems to track all participant contact information and interaction.
- Travel nationwide, as required.
- Deliver excellent service both externally and internally.
- Work with other team members to further the ministry of MB Foundation.
- Perform all other duties as assigned.

REQUIREMENTS

- Bachelor's degree required, Seminary preferred.
- Excellent organizational skills and the ability to manage and prioritize multiple projects with a collaborative mindset.
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint) and an aptitude to learn customized software applications.
- Aptitude for detail work, requiring completion in a timely manner with precision, accuracy and within proposed budget.
- Ability to maintain sensitive and confidential information.
- Strong interpersonal and customer service skills.
- A Christian faith commitment and loyalty to the mission of and ministries supported by the United States Conference of Mennonite Brethren Churches. Must be able to affirm the USMB Confession of Faith and have a growing commitment to Biblical stewardship.

APPLICATION

To apply, visit www.mbfoundation.com/employment to apply and review the USMB Confession of Faith.