



Director of Relationship Development

Job Description

Mission Statement:

The Open Door ministry exists to demonstrate the love of Jesus Christ to neighborhood young people and families through intentional relationships with caring adults in an environment of safety and fun.

Purpose:

The main purpose of this position is to initiate and develop new relationships with area youth and to guide them as they explore and grow into their faith in Jesus Christ, while also helping them to grow in other practical aspects of development. The Open Door Youth Outreach is supported by the First United Presbyterian Church of Crafton Heights, and the Director of Relationship Development will work to help families create and maintain connections to both institutions. The Director of Relationship Development will do this by developing and implementing engaging programs, and by mentoring youth in large-group settings. The Director of Relationship Development will also work with the Programming Director to build and maintain an active support system of adults who will work toward the same goals under staff leadership.

To fully achieve this intention, the candidate will actively participate in the life and worship of the First United Presbyterian Church of Crafton Heights. This presumes, but is not limited to, participation in Sunday morning worship and other church functions.

Major Duties:

This is a 12 month, 40 hours per week position that reports to the Executive Director.

The Director of Relationship Development will:

- Work under the supervision of the Executive Director, and with the support of the Programming Director and the Steering Committee, to plan and implement large-group and/or “entry-level” programs of The Open Door. These programs must honor the mission of The Open Door, and must reflect the strategic plan of The Open Door, and its stated objectives. This will include, for example, Friday Night Recreation, Family Fun Nights, and Cross Trainers summer day camp, along with new ministries that specifically target middle and upper grade levels.

- Work with the Executive Director to develop and execute processes for appropriate data collection and assessment for program evaluation and modifications, as needed.
- Create draft budgets for programs, and adhere to final, approved budgets, striving to maintain strict fiscal responsibility and faithful stewardship, as outlined in the financial procedure documents of The Open Door.
- Maintain regular and thorough lines of communication with the Executive Director, the Programming Director, and the Senior Pastor of the First United Presbyterian Church of Crafton Heights.
- Sit on the programming and outreach sub-committees, and work with the sub-committees' chairpersons to prepare reports for submission to the Steering Committee and to the Session of the First United Presbyterian Church of Crafton Heights, including items for information and items needing approval.
- Develop relationships with youth and families in the community who are not yet participants in programming offered by The Open Door, and maintaining strong relationships with the children and families who are already active participants in The Open Door's programs.
- Spend approximately 8 working hours each week making connections offsite, through participation in community activities, watching sporting, theatrical, and other events in which both new and active Open Door participants play a role, and in other settings where informal conversations can play a part in fostering deeper relationships.
- Create and maintain strong relationships with key community members and area organizations to find ways of increased opportunity for connection and relationship with those who are unaware of our programs, as well as those whose attendance has declined.
- Work with the Executive Director to maintain a volunteer database and a participant database.
- Work to reach various audiences via social media and other marketing outlets, taking pictures and other documentation, as needed.
- Work with the Programming Director to hire, supervise, and evaluate Cross Trainers summer camp staff.
- Be the face of The Open Door during community events, networking opportunities, etc.

Qualifications:

- Have a clear testimony of faith in Jesus Christ and a passionate, growing, personal relationship with Him.
- Be highly relational and a self-starter with drive, passion, and initiative.
- Previous experience working with youth programming.
- Previous experience in outreach and community-building, especially in an urban environment.
- Demonstrated awareness of, and sensitivity to, various cultural and or social dispositions.
- Be flexible and teachable, able to laugh at—and learn from—mistakes, while also seeking to consistently speak truth into the lives of everyone with whom the candidate interacts.

Compensation:

- Minimum salary of \$30,000/yr
- Financial benefits may include an expense account, relocation support, and a housing stipend
- Two weeks annual paid time off (no annual rollover), plus designated holidays
- One week annual paid continuing education time, along with a financial stipend (both the time and money for continuing education can accrue for a maximum of three years)
- Sick and personal days, as needed, in conversation with the Executive Director

To Apply:

Interested candidates should send a cover letter, resume, and three references to kristen@opendoorpg.org, or mail them to The Open Door/50 Stratmore Street/Pittsburgh, PA 15205.