

Local Director

Send resumes and inquiries to admin@coloradocef.org

SUMMARY

The Local Director provides vision and direction for the chapter leading the charge in fostering new partnerships, new clubs and fundraising efforts.

DETAILS

- Compensation: Hourly
- Compensation: Determined by available funds, size of area, number of clubs, and experience
- Hours: 8-40 hours per week.
Schedule is flexible.
Hours may increase as clubs and staff are added.

KEY RESPONSIBILITIES

- Build new partnerships with churches and individuals
- Launch new clubs
- Recruit and cultivate a strong local committee as well as volunteers
- Champion fundraising for the chapter

MINISTRY

- Understand the foundation of ministry is prayer and stay committed to developing, implementing, and growing an effective prayer program.
- Identify, recruit, equip, develop, and encourage staff and volunteers to be a strong team
- Maintain connection and periodically visit clubs in the chapter offering support and guidance
- Cultivate ministry effectiveness throughout the entire chapter

LEADERSHIP

- Work with the local committee in providing vision and strategic plans for reaching and discipling all children within the chapter, striving to connect them with local churches.
- Meet regularly with and lead staff and volunteers to provide encouragement, counsel, and direction.
- Assist staff and volunteers in developing and evaluating their ministry goals.
- Partner with the local committee in raising sufficient resources to fund the budget.
- Work toward developing leadership skills in paid staff, volunteers, and summer missionaries.
- Oversee and constantly evaluate the training and coaching process

ADMINISTRATIVE

- Attend All Staff meetings and other ad hoc meetings that arise within the state and chapter
- Ensure that all CEF policies, procedures, and best practices are being followed
- Keep accurate and complete records.
- Ensure that all reports, minutes, communications, moneys, and thank-you notes are submitted as required.
- Communicate accurately about the chapter condition to the state director and local committee.
- Attend all state-office-sponsored meetings as requested by the state director or board.
- Utilize all digital platforms CEF provides for communication, finance, data and other ministry

It is important that the director role be a leadership position, and not a "Do'er" position. The moment we allow the director to be ran by the chapter and not the other way around we have lost. The director should constantly be working themselves out of jobs and finding and recruiting people to expand the ministry.

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CHANGING
ETERNITY
ONE CHILD
AT A TIME