



## CALL FOR APPLICANTS

### DIRECTOR OF EXTERNAL RELATIONSHIPS

The Massachusetts Council of Churches exists to make the vibrant Church visible. In pursuit of our common Christian witness, we claim a theological foundation of the eternal nature of Christ's Church. **Unity is not ours to create, but ours to make visible.** In this holy ministry, we believe that we serve a God of abundance who will not fail nor abandon us, but longs for and cheers on the reconciliation of all God's people.

The Massachusetts Council of Churches builds relationships in pursuit of full, visible Christian unity. To serve this mission well, we need a strong, diverse, and dynamic staff.

The Massachusetts Council of Churches seeks a Director of External Relationships to work together with the Director of Internal Relationships and the Executive Director in a highly collaborative team. We are searching for someone who is affable, flexible, and extroverted. The main role of the Director of External Relationships is to build new relationships within, among and outside of our existing network of denominations, institutions, congregations, and individuals.

The Director of External Relationships is the lead Massachusetts Council of Churches staff person for the integrity and efficacy of our programs and relationships. We believe a mission of common Christian witness demands our excellence.

The position is ~ 21 hour per week, based in our Boston office, with at least one day per week on site. Scheduling of work hours will occur under the supervision of the Executive Director, with the understanding that Sunday mornings are not required.

Position is salaried commensurate with experience and includes reimbursement for travel expenses. Please submit resume and cover letter (with two references) to [council@masscouncilofchurches.org](mailto:council@masscouncilofchurches.org). No phone calls, please. Applications will be reviewed on a rolling basis and the position will be filled by June 15, 2016 at latest.

#### Specific Responsibilities:

- Take the lead on developing and managing MCC programs with collaboration of Director of Internal Relationships and Executive Director
- Attend all MCC programs

- Represent MCC as needed at ecumenical events, including annual meetings of local judicatories
- Make new connections with individuals and local churches in diverse communities, and track that information in the database with close attention to detail.
- Build the MCC network through relationship-building work (sharing meals, visits, etc.)
- Take the lead on any advocacy and justice projects
- Experiment and evaluate new strategies for common Christian witness with local congregations
- Advise the Executive Director on decisions to partner, collaborate or initiate new projects to further our common Christian witness
- Work with Nominating Committee to identify new leadership for MCC
- Maintain timely and accurate communication and manage own scheduling with transparency and accountability to the Executive Director
- Collaborate with Director of Internal Relationships and Executive Director, as well as board, to set organizational direction
- Contribute to MCC Social Media presence and newsletter/website content
- Develop relationships with donors, advise Executive Director in new donor cultivation

The Director of External Relationships reports to the Executive Director of the MCC.

Qualifications: The Director of External **Relationships will be someone who...**

- Passion and conviction in the ministry of reconciliation
- Thrives in collaborative working environment
- Finds energy and joy in meeting new people and entering new social situations
- Loves the church and identifies the marks of a vibrant, reconciling church around us
- Is committed to ecumenical and pastoral sensitivity, including confidentiality as needed.
- Is able to work efficiently and flexibly, with multiple projects at once
- Is committed to and interested in working in an intentionally Christian institution, with openness to working in interfaith collaborations
- Possesses excellent phone, social media, and interpersonal skills
- Is self-starting, highly motivated, and able to function with minimal oversight
- Will use Google Calendar for schedule coordination