

The Hartford Project | Program Director Job Description

OUR MISSION is to build disciples in and through Hartford, exposing them to the ongoing work of God to empower local missions, and to equip service minded lifestyles that honor the design of God in each person.

OUR VISION is to see Hartford confidently live out its calling to be a City on a Hill, where the joy of the Lord is found for all people.

I. POSITION SUMMARY

The Program Director for The Hartford Project (THP) oversees the outreach events and the day-to-day operations of the organization. The position includes responsibilities in administration, program implementation, networking, and fundraising engagement.

II. RELATIONSHIPS & ACCOUNTABILITY

- A. The Program Director will have a personal relationship with Jesus Christ, be an active member of a Christian church in the greater Hartford area, and be a part of a biblical community including regular accountability and mentorship.
- B. The Program Director will report to The Hartford Project's Board of Directors.
- C. The Program Director will meet with the Board President between Board meetings.
- D. The Program Director will co-chair The Hartford Project's Planning Team Sub-Committees.
- E. The Program Director will oversee the Internship Supervisor and a group of interns each summer.

III. JOB DESCRIPTION AND RESPONSIBILITIES

A. Administration & Operations

- Attend all Board of Directors and Planning Team Meetings; serve as liaison between these two groups
- Responsible for incoming mail, phone calls, and emails
- Manages & regularly updates website, email marketing, and social media accounts
- Oversee and approve design of promotional products, materials, and merchandise
- Complete additional Administration and Operations tasks as they relate to job responsibilities

B. Program Implementation & Expansion

- Work with THP's Planning Team to coordinate and run the Summer Outreach Weeks and additional events (such as Serve Saturdays and College & Young Adult Outreaches)
- Summer Outreach weeks will include serving as primary point person & supervisor on-site 24/7 throughout duration of outreach event
- Oversee THP's Summer Internship Program including but not limited to recruitment of interns and summer programming in partnership with the Intern Supervisor
- Oversee the Youth Advisory Board & develop discipleship and service opportunities through bi-monthly meetings and events
- Participate and partner in events that incorporate the wider Church and align with THP's vision and values (such as 10 Days of Prayer, etc.)
- Develop additional programs that align with THP's mission and vision

C. Church & Organizational Relationships

- Collaborate with THP's Board of Directors and Planning Team to maintain relationships with participating churches and connect with new and/or reconnect with former churches, non-profits & ministries
- Oversee The Bridge, building a network of Youth Pastors & Next Generation leaders within the region which cultivates community, collaboration and strengthens disciples in and through our region

- Expand and maintain worksite relationships with community based groups, non-profits, and ministries in collaboration with worksites planning team
- Visit church youth groups, church services, and community events. (May also include guest leadership and/or speaking)
- Develop new relationships with additional groups such as Christian schools and college ministries which align with our vision, mission and goals

D. Fundraising

- Work with THP's Board Treasurer to develop the annual budget
- Develop and cultivate relationships with churches' missions and outreach teams, business sponsors, and recurring donors including regular communication, quarterly updates, and meetings
- Plan THP's Annual Fundraising Gala in collaboration with a volunteer team, and/or other fundraising activities throughout the calendar year
- Develop and implement THP's End-of-Year Fundraising Campaign (via mail, social media, and email.)
- Research and seek out additional fundraising and grant opportunities in collaboration with fundraising team that allow for capacity building for the ministry

IV. SKILLS AND COMPETENCIES

- Best practices in executing the responsibilities associated with the position as outlined in the job description
- Cultural competence and demonstrated experience interacting productively with diverse community stakeholders
- High level of personal and professional ethical integrity and accountability
- Demonstrated ability to work independently and collaboratively
- Strong time management, appropriately prioritizes and balances responsibilities to meet deadlines
- Proficiency in Microsoft Office Suites and Google Suite
- Excellent verbal and written communication skills
- Strong organizational skills and detail-oriented
- Execution excellence and results oriented

Interested candidates should send a cover letter and resume to kirstin@thehartfordproject.org for consideration.