

## **JOSH McDOWELL MINISTRY POSITION DESCRIPTION**

**Business Title:** OPERATIONS DIRECTOR for Global Strategies & Partnerships  
**Ministry/Team:** Josh McDowell Ministry / Global Strategies & Partnerships  
**Reports To:** Duane Zook, Executive VP Global Strategies & Partnerships  
**FLSA Status:** Full Time Supported Staff  
**Prepared By:** Vivian Bailey  
**Prepared Date:** May 27, 2022  
**Approved By:** Vivian Bailey, 6/1/22  
**Job Code:**

**MISSION:** Serving others until the whole world hears about Jesus.

### **SUMMARY DESCRIPTION OF POSITION:**

Fills position of Operations Director for Global Strategies and Partnerships for all jobs initiated by the department; including tracking aspects of jobs such as publishing contracts both pending and or complete. Contract follow-up in accordance with stated contract dates - ex: "published by X date" check to see if it has been published and request copies if we have not received. Willing to travel, outgoing; meet with country leadership and publishers to develop relationships. Initiate/develop follow-up processes to streamline effective publishing. Willing to plan and oversee Josh McDowell Speaker's International travel when needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following (other duties may be assigned):

#### ***As an employee with Cru:***

- Actively and intentionally grow in his/her Christian faith
- Maintain a positive witness for Christ
- Express a dependence on the Holy Spirit
- Share what God is teaching him or her
- Consistently attend and participate in team/ministry devotional times

### **FOR THIS POSITION:**

- Develop relationships with current and future publishers we have projects.
- Work on keeping up to date with JMM publishing projects as to what needs to be accomplished and by when for successful outreach – a win/win scenario that is beneficial to both JMM and publisher.
- Willing to work with Cru Legal to create, modify and edit existing contracts when needed to renew or cancel printing rights of contract.
- Willingness to travel internationally and in United States.
- Assist Executive VP in keeping on track with projects and not letting items fall through the

cracks.

- Help build relationships with Publishers and Cru National Leadership.
- Serve all our partners with excellence and in a timely fashion. Be known as a ministry that is effective and timely in our communications.
- Handle all situations with excellence. Deal with tough situations head with a purpose to result in a win/win outcome.
- Work with Cru and JMM staff around the world assisting in quality resources translation and printing under contract.
- Assist the Executive VP by taking an active role in strategic planning, initiation, implementation, decision-making, follow-up, budget creation, financial reporting, Ministry Card Approval and performance measurement of staff.
- Serve as a spokesperson for JMM with internal and external stakeholders.
- Help shepherd the Global team towards team effectiveness and personal growth.
- Establish synergy and collaboration among cross-functional teams and with other JMM departments.
- Explores and develops new vendor relationships as needed for the Global Strategies and Partnerships area.
- Help carry the vision for expansion of JMM Global partnerships, publishing and grow the department to meet those needs.
- Contribute to cross functional teams within areas of expertise and strengths.
- Engage in ongoing leadership development through intentional coaching, stretch assignments, and feedback loops.

**OTHER FUNCTIONS (Non-essential):**

- Help with occasional office clean up
- Help with a limited number of JMM events
- Attend JMM biennial Staff Retreat - usually two nights out of town
- Attend Cru semi-annual Day of Prayer
- Other duties as assigned by the employer

**SUPERVISORY RESPONSIBILITIES:**

Coordinate the following supervisory responsibilities to approximately three to five subordinates in accordance with the ministry's policies and applicable laws, including interviewing, hiring and training; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**CHRISTIAN FAITH:**

- Must have accepted Jesus Christ as Lord and Savior
- Must sign the Statement of Faith of Cru without reservation
- Must be able to clearly express Biblical principles which are the foundation for the Christian faith
- Must be able to express faith in a manner which encourages those who are not believers to consider making the Christian faith their own
- Must have a history of participation in Bible study and worship

- Must be able to describe his or her practice of prayer and understanding of the Holy Spirit's ongoing work in his or her personal and professional life
- Must be willing to conduct his or her life in a manner which is consistent with Cru's standards and expectations, understanding that conduct in the workplace and in the community can reflect on the mission of Cru

It is anticipated that all employees of Cru, throughout the course of their employment, will actively seek opportunities for greater understanding, involvement and connection with our ministry by taking part in various activities as specified by their leadership. This includes attending periodic Bible studies and other worship expressions, which occur in the work place during the work week. Employees are also expected to actively and intentionally grow in their Christian faith and exhibit Christian character as demonstrated by their attitude, appearance and conduct as outlined in 'Standards and Expectations' section of the employee handbook.

**KNOWLEDGE OF:**

- Microsoft Excel --Intermediate
- Microsoft Word --Intermediate
- Microsoft PowerPoint --Intermediate
- Asana -- Intermediate (or willing to learn)
- Google Suite – Advanced including G-Mail, Google Docs, Google Sheets and Google Drive
- iDevices: iPhone, iPad and related apps
- Modern office practices, procedures, and equipment
- Supervisory techniques and practices
- Research techniques
- Project management skills and techniques

**ABILITY TO:**

- Exhibit time management skills in multi-tasking and prioritizing in a fast-paced environment
- Exhibit high levels of integrity, confidentiality and discretion
- Pay close attention to details and follow through at an advanced level
- Be teachable
- Function in a professional manner
- Demonstrate advanced organization skills
- Communicate effectively orally and in writing at an advanced level
- Exhibit excellent skills with people
- Be respectful of work environment

**EDUCATION and/or EXPERIENCE:**

- Undergraduate college degree or equivalent
- At least 3-5 years of leadership experience
- Marketing and communications experience preferred
- Wide relational network within Cru, across various divisions, helpful and preferred

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This employee works in the usual office environment.

### **PHYSICAL DEMANDS/ABILITIES**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

### **CHRISTIAN GROWTH**

It is anticipated that all employees of Cru (Campus Crusade for Christ), throughout the course of their employment, will actively seek opportunities for greater understanding, involvement and connection with our ministry by taking part in various activities as specified by their leadership. This includes attending periodic Bible studies and other worship experiences which occur in the workplace during the workweek. Employees are also expected to actively and intentionally grow in their Christian faith and exhibit Christian character as demonstrated by their attitude, appearance and conduct as outlined in the "Standards and Expectations" section of the employee handbook.