**JOB DESCRIPTION**

**Job Title:** Director of Member Care

**Reports To:** Executive Vice President

**Secondary Report:** President

**Direct Reports:** Member Care Specialists, HR team members

**Job Purpose**

To lead leaders into a place of flourishing.

**Duties and Responsibilities**

1. **Model the type of honest spirituality we seek to have on each field.**
2. **Develop strong personal connections with each member under your care.**
3. **Develop and build a Member Care Team.**
4. **Be aware of the spiritual, emotional, physical and relational well-being of members.**
5. **Communicate frequently with members to build and maintain a relationship of trust and friendship.**
6. **Communicate regularly with staff to pass on needs and prayer requests.**
7. **Communicate training needs and desires to the Director of Training.**
8. **Coordinate re-entry or home visits for all missionaries.**
9. **Raise personal support.**

**Qualifications**

Experience as a counselor

Experience as a missionary

Skilled in cross-cultural debrief, assessment, and soul-care.

**Preferred items -** If not currently possessed will be built into a professional development plan:

* Strong pastoral/shepherding skills
* Empathic and perceptive
* Quick to listen, slow to speak
* Adaptable communication style – to relate well with others
* Ability to see things from others’ perspective
* Wise and mature in faith
* Dependable and able to follow a consistent routine

**Working Conditions**

Be available at non-office hours for video cals tol members in various time zones.

**Physical Requirements**

Air Travel required

**Salary**

Self-funded

**Rewards**

Building close and lasting relationships with our members

**Review Period**

Reviewed annually in June by the Executive Vice President and/or Board of Directors