

ASSOCIATE DIRECTOR OF INTERNATIONAL WORKSHOPS

I. Title: Associate Director of International Workshops (Brazil)

II. Vision: The Charles Simeon Trust has this aim: to promote the growth of the gospel of Jesus Christ throughout the world by training an emerging generation of Biblical expositors.

III. Purpose: Carry out the initiatives and vision of the Charles Simeon Trust (CST), specifically concerning the international Workshops on Biblical Exposition and Advancement Operations.

IV. Definition: With respect to International Workshops, he shall report to the Director of International Workshops. With respect to Advancement Operations, he shall report to the Executive Director. With respect to all other initiatives, he shall report to the Director of Ministries.

V. Principal Responsibilities:

A. Development, Finances, and Communications

1. Donor Relations

- with the Executive Director, engage donors in development processes
- provide, develop, and manage new contacts and development relationships
- with the Director of Advancement Operations and the Director of Ministries, produce promotional/development/communication materials
- with the Director of Advancement Operations, coordinate donor events

2. Development Strategy

- with the Executive Director, design and implement development strategy for raising seed money for new initiatives

3. Institution-Based Development

- with the Director of Advancement Operations, identify and approach foundations and other grant offering institutions whose funding priorities match the objectives of the CST (prospecting)
- aid in managing organizational relationships with foundations and institutions

B. Initiative: Workshops on Biblical Exposition

- Lead Workshops:
 - travel to and instruct at designated Workshops each year (2-3 trips)
- Coordinate Workshops (focused particularly in Portuguese-language contexts):
 - with the Director of International Workshops and Brazil Workshop Manager, design and implement the vision of the Charles Simeon Trust's international workshop portfolio
 - establish and maintain relationships with other international Workshop speakers, host churches, and small group leaders



- with the Director of International Workshops and assisted by the team, administer all details (transportation, lodging, etc.) for international Workshop leaders in Portuguese-language contexts
- with the Director of International Workshops and Brazil Workshop Manager, coordinate follow-up with international Workshop participants
- with the Director of International Workshops and Brazil Workshop Manager, implement quality control metrics

C. Initiative: Online Courses

- responsibilities as assigned

D. Initiative: Gospel Resources and Partnerships

- identify and acquire appropriate resources for Workshops and general use
- other responsibilities as assigned

E. Initiative: Simeon House and/or Chicago Course Preaching (as available)

- responsibilities as assigned

VI. Other Responsibilities

- as assigned by Director of Ministries, Executive Director, and the Board of Directors

VII. General Responsibilities

- shall dedicate himself to prayer and study of the Word
- shall attend with regularity and maintain active membership in a local gospel-preaching church

VIII. Qualifications

- agreement with the Corporation's doctrinal statement (see Article III of Bylaws)
- master's degree or equivalent experience in relevant field
- ten years of significant and relevant experience in pulpit ministry and regular ongoing pulpit opportunities
- strong organizational and management skills
- strong oral and written communication skills
- ability to work independently and with others
- proficiency in office computer software (productivity software, email, etc.)
- demonstrated character as outlined in 1 Timothy 3 and Titus 1
- demonstrated commitment to the vision of the CST