



National **Benevolent** Association of the Christian Church (Disciples of Christ)

CALLED TOGETHER | CALLED TO CARE

JOB DESCRIPTION

JOB TITLE: Director of Social Entrepreneurship

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REPORTS TO:	Executive Vice President
EFFECTIVE DATE:	May 1, 2019
PREPARED BY:	Rev. Rebecca Hale

POSITION SUMMARY:

The NBA supports and empowers Disciple-related health and social service organizations, projects, and ministries (social enterprises) to focus on growth, strengthen impact, and build toward sustainability. With a focus on leadership and organizational development, we accompany a wide variety of new and innovative projects across the Christian Church (Disciples of Christ). The Director of Social Entrepreneurship will implement and evaluate all aspects of this ministry.

The Director will oversee and administer the NBA Incubate Initiative. The Incubate Initiative provides accompaniment and assistance for the full arc of Disciples-related social enterprises from conception to implementation to sustainability. Through the Initiative, the NBA works with Disciples who “just have an idea” and want to follow the idea to see where it might lead, to projects that are already well along in their design. Currently this includes working with a cohort of 12 formal Incubate Partners and 30-40 more informal Incubate project participants.

In addition to having responsibility for the Incubate Initiative, the Director will be responsible for creating new avenues of support for Disciples social entrepreneurs. The NBA is looking for a forward-leaning experienced leader with a proven track record of expanding projects and who has the capacity to support the existing Incubate Initiative while working collaboratively to identify a strategic vision for expanding and deepening the work of supporting social entrepreneurs.

This is a full-time position reporting to the Executive Vice President and is a part of the Program Team of the NBA.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Implement the programs and processes of the current Incubate Initiative. This includes working with a cohort of approximately 12 Incubate Partners and providing some level of support to a variety of other health and social service projects in various stages of formation. The Incubate Initiative provides a wide constellation of supportive services including coaching, leadership development, organizational success strategies, business administration, communication and strategic planning.

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2. Collaborate with other NBA staff to administer the tactics used to support Incubate projects including events (the yearly SENT Seminar, Incubate Retreat and the bi-annual Anti-Racism/Pro-Reconciliation training), webinars, resource development and collection, peer groups and other in-person and online trainings.
3. Expand, adapt and evaluate the Initiative, shaping the design of this work in response to new needs and emerging partnerships. This includes designing metrics and a system of ongoing evaluation as to the effectiveness of the Initiative itself.
4. Identify and develop new tactics and strategies in order to support Disciple-related social enterprises and social entrepreneurs of faith. Anticipate expansion in order to reach more leaders and organizations providing additional support for innovative start-ups both those that are congregational based and non-profit entities. This will include designing a strategy for increased connection with NBA Mission and Ministry Grant recipients.
5. Remain flexible and responsive as the NBA imagines the future shape and leadership of the full plethora of programs designed to support the broader mission of the Christian Church (Disciples of Christ).
6. Identify opportunities for NBA to partner with congregations, regions, other general ministries, Disciples-related health and social service ministries, as well as ecumenical partners to fulfill NBA's mission. Explore opportunities with Disciple-related universities and seminaries.
7. Proactively connect with other NBA program staff to ensure mission consistency, support relevant shared work and ensure cross fertilization within the whole of the NBA.
8. Participate fully in the program team and full staff of the NBA including collaboration with Development staff in order to increase NBA's financial resources.
9. In coordination with the program team, plan to participate in regional and whole-church gatherings and in conversation with your supervisor, commit to participate in appropriate committees/task forces of the Christian Church (Disciples of Christ).
10. Coordinate with appropriate staff to consistently provide material to be used in the communication and marketing venues NBA employs to communicate its mission.
11. Be a faithful steward of the NBA assets.
12. Perform additional duties as assigned.

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This list of "Essential Duties and Responsibilities" is not intended to be limiting. The National Benevolent Association reserves the right to revise this job description as needed to comply with actual job requirements.

WORKING ENVIRONMENT:

1. Work in a variety of settings, working alone at times and with diverse groups at other times.
2. Flexibility of work hours.
3. Significant travel required.
4. Extensive use of technology required and proficiency in this is necessary.

QUALIFICATIONS:

1. Master of Social Work, Business Administration or Divinity, or other related degree with significant experience and knowledge of current best practices in the field of social entrepreneurship;
2. Preference is for a candidate with significant relationships and connections in the Christian Church (Disciples of Christ);
3. Demonstrated ability to develop, implement and expand programs that have impact;
4. Self-directed and goal-oriented, as informed by organizational needs and mission; able to prioritize and multi-task meeting deadlines and a demonstrated resourcefulness in setting priorities. Strong organizational skills and exceptional attention to detail with the ability to work independently without close oversight, take initiative, and contribute ideas for enhancing performance;
5. Strong interpersonal skills, excellent written and verbal communication skills, and the ability to build new relationships easily and represent the NBA to a variety of audiences in a respectful and credible way;
6. A demonstrated commitment to social justice and advocacy work; including experience working with persons from diverse cultural, social and ethnic backgrounds including appreciating historical contexts, discerning nuances of relationships and power dynamics, understanding racial/ethnic realities, and respecting community needs and desires;
7. An optimistic outlook and the humor, integrity and patience necessary to work within a transformative environment;
8. Knowledge of and commitment to the mission, values and goals of NBA and knowledge and understanding of the Christian Church (Disciples of Christ) denomination, and the covenantal relationship with NBA;
9. The ability and willingness to travel, as this position requires significant travel.

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PHYSICAL DEMANDS:

The physical demands that must be met by an employee to successfully perform the essential functions of the job include, but are not limited to: 1) the ability to communicate in person, on the telephone, and in front of large groups of people. 2) the ability to meet a rigorous travel schedule that includes managing luggage of up to 50 lbs; 3) occasional need to lift marketing and work materials, 40 lbs or less.

This is not an employment contract.

This Job Description is not, nor is it intended to constitute, a contract of employment between The National Benevolent Association of the Christian Church (Disciples of Christ) (“NBA”) and the employee engaged to perform the job described herein (“employee”). The NBA reserves its full rights as the employer and the relationship between the NBA and the employee is intended to be one of employment at will, meaning that both the NBA and the employee shall have the same right to terminate the employment relationship at any time, without prior notice, and either with or without cause. The NBA further reserves the right to amend all or any portion of this job description (including, but not limited to, the duties, responsibilities and requirements for the job) at any time and from time to time without prior notice to employee.

TO APPLY:

Please submit resume and cover letter in PDF form to Rev. Dani Loving Cartwright, NBA VP of Operations, at dcartwright@nbacares.org (subject line: Director of Social Entrepreneurship Search) by **Monday, March 4, 2019**.