



POSITION DESCRIPTION

Equipping Women International Director

1. For Africa and North America 2. For Asia and Middle East 3. For Europe and South America

Summary: Supports the overall vision and ministry of Equipping Women. Participates in annual strategic planning to establish ministry focus and growth. Provides shepherding of Equipping Women regional and country leaders. Participates on the Equipping Women leadership team, Equipping Women directors' team and regional leaders' team. Assists with recruitment and succession planning for international staff. Works with Entrust donor relations team and leaders to seek donations for international funding needs.

Reports to: Equipping Women Executive Director

Commitment: Part-time to full-time

Location: Flexible

Compensation: Raises support. (Base Salary starts at \$50,000 per year for full-time; staff use deputized fundraising to cover salary, benefits, and ministry expenses.)

SPECIFIC AREAS OF RESPONSIBILITY

- Participate with the Equipping Women Leadership Team in annual strategic planning for the overall Equipping Women ministry.
- Work with the Equipping Women regional teams to communicate and promote a strategy for regional expansion, including the building of teams.
- Pray for, train and support existing and new hub coordinators, country leaders and regional leaders.
- Encourage leaders in work-life balance, incorporating soul care.
- Create tools and trainings as needed to promote effective expansion and trainings.
- Review and provide accountability for Ministry Accountability Plans for Equipping Women staff.
- Review and provide accountability for annual reflection for staff and partners.
- Discern and develop opportunities for ongoing personal and leadership development for leaders working in the geographical areas under the purview of this position.
- Coordinate Equipping Women communication for staff and partners including regular updates for the home office, communications team and donor relations (DR) department, prayer requests, and responses to inquiries or requested information.
- Recruit women to leadership positions for regional Equipping Women needs.

- Follow up with individuals who have expressed interest in becoming Equipping Women certified facilitators or hub team members.
- Support Equipping Women Executive Director in raising funds for Equipping Women. As requested, work with the DR team on grant requests impacting international Equipping Women expansion.
- Collaborate with Equipping Women Mobilization Coordinator, Human Resources, communications and DR staff to mobilize new staff, interns and donors to Entrust.
- Attend the Entrust All-Staff Conference and regional staff conference (for the region in which she resides).

OUTCOMES

- Equipping Women staff will maintain focus on ministry goals and values.
- The number of certified Equipping Women facilitators will increase.
- Entrust Equipping Women training hubs, hub teams, country teams and regional teams will expand.
- Equipping Women leaders will receive ongoing support and training.
- New financial partners for ministry expansion will be developed.
- The local church will be strengthened around the world.
- Entrust will gain new staff and donors.

QUALIFICATIONS

Professional Qualifications

- Ministry experience, including a minimum of 3 to 5 years of leadership and cross-cultural experience (prefer experience living outside of one's home country).
- Completion of at least a bachelor level college degree.
- Willingness and ability to learn to develop leadership resources and training tools.
- Ability to network and build teams.
- Strong theological and biblical background via either informal or formal educational programs.
- In process of or planned successful completion of all four Entrust Equipping Women core modules and facilitator certification process.
- Excellent written and verbal communication skills.
- Willingness and ability to travel domestically and internationally, as needed.
- Familiarity with Microsoft 365 and Zoom; willingness and ability to learn to use the Entrust Training Database and additional computer programs as needed.
- Commitment to best principles and practices in adult education and contextualized learning.

Personal Qualities Desired

- Exhibit the qualities of a shepherd, including the ability to discern needs, come alongside to encourage and support others, and provide guidance as needed.
- Commitment to work-life balance.
- Ability to think strategically and cast vision for ministry development.
- Ability to organize and prioritize work.
- Detail-oriented.
- Self-motivated/self-starter.

- Flexible and adaptable to change.
- Team worker.

Spiritual Qualities Desired

- Integrity and dependence on Christ in all things, including making leadership decisions.
- Concern for the spiritual well-being of Equipping Women leaders.
- Teachable spirit and servant's heart.
- Growing Christian who is personally following Christ and active in a local church.
- Consistent devotional life.
- Ability to bring a spiritual perspective to work as demonstrated in attitude, faithfulness and interpersonal relationships.

Employment Requirements

- Agreement with Entrust Statement of Faith.
- Agreement with the policies and procedures in the *Entrust Staff Handbook*.

Entrust is an employer-at-will. As such, Entrust reserves the right, as the employee does, to terminate the employment relationship at any time with or without reason.

March 2024