



## POSITION DESCRIPTION

### Equipping Women United States Country Leader

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**Summary:** Supports the Equipping Women North American (N.A.) Regional Leader and the overseeing International Director by providing leadership for all U.S.-based trainings. Includes participation in annual strategic planning for hub expansion, leadership support, recruitment and succession planning for U.S. leaders and staff, and, as possible, working with the Entrust leaders to brainstorm creative ways to provide funding for scholarships.

**Reports to:** Equipping Women International Director for Africa and North America

**Commitment:** Part-time; minimum of 25 hours / week

**Location:** United States

**Compensation:** Raises support. Base Salary starts at \$31,250 per year; staff use deputized fundraising to cover salary, benefits, and ministry expenses.

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#### SPECIFIC AREAS OF RESPONSIBILITY

- Oversee strategy for U.S. training hub expansion in conjunction with the Equipping Women strategic plans. Collaborate with the Equipping Women leadership team to develop, communicate and implement a strategy for hub expansion in the U.S. that supports Equipping Women goals and objectives. Collaborate with N.A. Regional Leader and International Director to plan and implement N.A. regional team and hub coordinator team meetings and retreats.
- Network with key organizations and churches for hub expansion and partner development.
- Support U.S. hub coordinators and U.S.-based staff. Train and support new hub leaders and develop and maintain communication to provide ongoing support. Assist International Director in overseeing the U.S. hub budgets.
- Complete the annual Ministry Accountability Plan (MAP) process and serve as a reviewer, alongside the International Director, for the U.S.-based Equipping Women staff (except for those on the leadership team). Discern and provide opportunities for ongoing personal and leadership development needs.
- Coordinate Equipping Women communications for U.S.-based staff. Communicate all U.S.-based staff needs to supervisor as needed.
- Communicate transformational stories for Entrust constituency to the Communications team and through the certified facilitator newsletter.
- Provide Donor Relations and CEO's office with stats and stories when requested.
- Recruit staff to leadership positions for Entrust Equipping Women within the United States. Collaborate with U.S. hub coordinators in staff recruitment endeavors to enlarge the Equipping Women team. Follow up with individuals who have expressed interest in being a certified facilitator in the U.S.
- Successful completion of Entrust's *Facilitating Relational Learning* module and other HR approved course(s) within first year of staff service.
- Successful completion of the Equipping Women four core modules and certification process within the first two years.

- Raise funds for the Equipping Women project. Work with the Donor Relations Director on any grant requests that impact U.S. expansion for Equipping Women. Consider fundraising needs for U.S. expansion with hub coordinators and develop methods to meet those needs.
- Contribute to mobilizing new staff and donors to Entrust.

## **OUTCOMES**

- U.S. Equipping Women leaders will receive ongoing support and training.
- The number of certified Entrust Equipping Women facilitators in the U.S. will increase.
- Entrust training hubs and leadership in the U.S. will expand.
- Equipping Women strategic plan will be implemented in the US and as a result their training hubs and leadership will experience the benefits.
- Entrust will gain new staff and donors.
- New financial partners for expansion of U.S. Hubs will be developed.

## **QUALIFICATIONS**

### **Professional Qualifications**

- Ability to think strategically and cast vision for ministry development.
- At least three years of women’s ministry experience, including shepherding and mentoring.
- Experience in working with Equipping Women hub team(s) is preferred.
- Ability to network with key organizations and churches for hub expansion and partner development.
- Ability to organize and prioritize work.
- Detail-oriented.
- Excellent communication skills.
- Familiarity with Microsoft 365 and Zoom; ability to learn more advanced functions in these applications, and other software and database programs as necessary.
- Commitment to best principles and practices in adult education and contextualized training.

### **Personal Qualities Desired**

- Self-motivated/self-starter.
- Flexible and adaptable to change.
- Team worker.

### **Spiritual Qualities Desired**

- Growing Christian who is personally following Christ and active in a local church.
- Demonstrates integrity, servanthood and dependence on Christ in leadership decisions.
- Demonstrates ongoing concern for the spiritual well-being of Equipping Women leaders.
- Teachable spirit and servant’s heart.
- 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.*

February 2024