

Mississippi Baptist Foundation

Ministry Opportunities/Responsibilities

Position Title: Communications Specialist

Reports To: Executive Director and/or Director of Development

Qualifications:

- A. Education: College degree in Business Administration, Communications, Graphic Design, Journalism, or Public Relations;
- B. Experience: Three years of personal ministry through church-related vocation/activities and/or experience in communications, graphic design, marketing/promotion, etc. Development and donor/client relations experience helpful.
- C. Expectations (summary)
1. General:
 - Christian and active member of a Southern Baptist Church in Mississippi;
 - Possess a sincere, cooperative, compassionate, kind, and humble attitude as reflected in the Beatitudes (Matthew 5), the fruit of the Spirit (Galatians 5), and the example of Christ (Philippians 2);
 - Strong knowledge concerning the ministries of the Mississippi Baptist Foundation;
 - Understand and support the missions and ministry emphases of the Mississippi Baptist Convention and the Southern Baptist Convention both personally and through the local church;
 - Mature person with strong interpersonal and communication skills (both written and oral) who possesses the ability to relate to all ages in a positive/sensitive manner;
 - Demonstrate sound judgment and skill in decision-making and problem-solving;
 - Possess good administrative skills and attention to details;
 - Be energetic, flexible, collaborative, proactive, and exhibit a teachable spirit;
 - Be a self-starter, a good planner, and a team player capable of having a positive and productive impact on strategic and tactical initiatives fostered by Foundation trustees and/or administration;
 - Ability to work independently or with others with minimal supervision;
 - Promote and personally exhibit a culture of high performance and continuous improvement that values ministry/service, learning and a commitment to quality;
 - Possess an awareness of and commitment to extreme confidentiality regarding personal information provided to the Foundation by donors/prospective donors particularly as related to estate planning/stewardship purposes;
 - Ability to impart appreciation to and develop relationships with trustors/donors and potential trustors/donors;
 - Demonstrate an aptitude for and the ability to comprehend financial concepts;
 - Ability to travel and work flexible hours (including weekends) based on ministry needs;
 - Ability to perform appropriately under stress during periods of high-volume workload;

2. Specific:

- Demonstrate the ability to prioritize media opportunities while also responding to/managing multiple and complex tasks immediately and simultaneously as may be necessary;
- Be capable of identifying challenges, trends, and emerging issues with which the Foundation is/may be confronted. Work with MBF staff to recognize internal/external communications opportunities/solutions and help develop/execute appropriate strategies to address these issues;
- Demonstrate a high aptitude for computers and other technology. Specifically:
 - Proficiency in MS Office applications, graphic design and publishing software (Adobe Creative Suite, etc.), database, and spreadsheet software;
 - Develop content for, design and recommend updates for MBF publications and promotional material (print, electronic, social) including web page, newsletters/e-letters, etc.
 - Conversant with available social media platforms and understand how usage of such platforms contributes to the promotion of the MBF's mission and ministry objectives;
 - Familiarity and experience with videography and photography;
 - Willing to gain an understanding of the computer software utilized by the MBF including the donor/contact database, trust accounting software and planned-giving calculation software, etc; Involvement in additional computer applications may be required from time-to-time with necessary training being available.
- Be creative and innovative on how media technologies can be utilized to enhance the MBF brand and to achieve success in the advancement of the Foundation's mission;

3. Other Opportunities:

- Marketing/promotion;
- Development;
- Client relations;