

JOB DESCRIPTION
**Assistant Director, Division of Christian
Institutions**

Department: Christian Institutions Division	Travel: 25%
Location: Allen, TX	Reports To:
FLSA Status: Exempt Full Time	Version Date: September 2021

Summary:

The Division of Christian Institutions serves Christian colleges and seminaries, churches, private Christian high schools, and other faith-based organizations. The DCI develops relationships with these constituencies to send select Christian undergraduate and graduate students with leadership potential on culturally immersive educational tours in Israel.

The Associate Director (AD) of DCI will manage the operations and administration of the division, including partner relations, constituent relations, and programming administration and logistics. As well, the AD will assist the senior director to facilitate the recruitment, vetting, processing, and completion of applications for students of the aforementioned organizations along with the overall management of the division including strategic planning, budgeting, compliance, calendar, and reporting/communication within the organization.

To accomplish these tasks, the Associate Director of the Division of Christian Institutions will collaborate as needed with other departments/divisions within the organization including Development, Information Technology, Business Operations, Media & Communications, Israel Operations, Education, Leadership Development, Passages Leaders Network,

Job Duties and Responsibilities:

Account Management Administration

- Research and report possible target constituencies
- Account management of each partner including onboarding, recruitment, application process, registration, preparation, and planning of the trip
- Assess the viability of prospective partners and create timeline for trips
- Review Group Assessments and evaluate the need for change in partnerships or initiative consultant roles.
- Partner with LD to recruit fellows and chaplains for each divisional bus
- Oversee operational effectiveness of each trip from recruitment to evaluation.

Programing Administration

- Coordinate with Department of Education and Israel Operations for training, recruitment, registration and execution of successful trips for divisional students.
- Coordinate with the Leadership Development and Passage Leadership Network departments in training and execution of activities directed by these departments to integrate CI alumni into Passages' overall alumni strategy.
- Work with the Development team to encourage giving among CI alumni.
- Effectively communicate to the larger organization through written reports, presentations and participation at meetings as needed.
- Manage systems of evaluation, assessment, and improvement to ensure consistent growth among CI alum regarding both significant participation in PLN and financial contribution to Passages.

Operation Administration

- Coordinate with the MC team for training and execution of divisional branding and marketing needs
- Coordinate the Business Ops for training and execution of various financial needs, especially as it relates to programming
- Coordinate with the IT for training and execution of various technology-related and data related tasks for the divisional office and programming needs.
- Collaborate with development to secure funding for student scholarships and/or match grants.

Divisional Administration

- Assist Sr. Director in finding and cultivating new constituents
- Oversee monthly budget reports, division calendar, and reporting.

Note: This is an inaugural position in the very beginning stages of development for this division that is looking to establish viability in year one and then accelerate in size in years 2-5 concerning both staff and the number of students that the division will recruit and take.

Qualifications/Skills:

A humble and mature follower of Christ with a meaningful experience of the Passages trip as well as an understanding of the Passages mission with the ability to clearly and passionately articulate this mission to others.

- Bachelor's degree required; Master's degree preferred
- Two years of progressive project and team management experience preferred
- Some experience in account management for non-profits desired
- Excellent leadership, collaborative, and interpersonal skills a must
- Problem-solving and analytical skills
- Ability to travel in the US and internationally including Israel
- Proactive and engaging leadership style
- Proven track record of being forward-thinking and creative
- Excellent verbal and written communication skills
- Experience and proficiency in public speaking
- Ability to prioritize, multi-task and adapt to shifting priorities in a fast-paced, deadline-oriented environment
- Attention to detail
- Self-starter
- Motivated by key performance indicators and deadlines
- Proficient in Mac OS and Microsoft Office Suite

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described.

It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may

be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Passages reserves the right to change this job description and/or assign tasks for the employee to perform, as deemed appropriate.

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In accordance with federal, state and local law, Passages provides equal employment opportunities (EEOs) to all employees without regard to race, color, religion, sex (including sexual orientation or gender identity), national origin, age, disability, pregnancy, childbirth or related medical conditions, citizenship status, service member status, genetic information or any other category protected by law. Passages also affords EEOs to all employees defined by characteristics protected under company policy. In addition to federal law and company policy requirements, Passages complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has employees. This EEO policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.