



# **Lutheran Church Charities**

## **Director, Hearts of Mercy & Compassion Ministry**

### **Job Description**

**Title** Director, Hearts of Mercy & Compassion (HMC) Ministry

**Department** Hearts of Mercy & Compassion

**Reports To** President/CEO

#### **Job Summary**

- The Director, HMC is responsible for leading and overseeing the HMC Ministry and the administration, programs and strategic plan of its national network of Affiliate congregations. Person must be committed to the mission of LCC with the ability to witness and share their Christian Faith to reach the unchurched and to disciple and nurture others in their Christian walk.

#### **Duties**

- Oversight and daily management of all aspects of the HMC Ministry.
- Support the development and implementation of a strategic growth plan for HMC including logistics and delivery considerations.
- Lead and provide hands on support for the development, implementation and maintenance of ongoing process and procedure enhancements to establish and grow the HMC Ministry.
- Deploy as needed to Crisis Deployments where HMC will be present.
- Oversee, and as a backup, participate in the production of hearts, fish and crosses at Northbrook.
- Identify and communicate opportunities to promote HMC including communication to Affiliates of new parts offerings, ideas for outreach, LCC newsletter, etc.
- Deliver hearts and crosses as needed, providing ministry presence to those served.
- Attend conferences and give presentations at events, representing LCC and the HMC Ministry.
- Facilitate fundraising and donor relations to raise awareness and increase giving to support the HMC Ministry.
- Partner and collaborate with the K-9 Comfort Dog ministry for joint deployments and visits.
- As a member of the management team, participate in and support other LCC ministries, providing assistance and accountability to ensure LCC's mission and overall operations are carried out faithfully in service to God.
- Direct people management of two (2) HMC staff members.
- Other duties as assigned.

#### **Skills Required**

- Strong organizational abilities including planning, delegating and follow up.

- Demonstrated leadership skills to including decision making, coaching, mentoring and managing of staff.
- Team oriented and collaborative to work effectively with other LCC ministries, Affiliate churches and volunteers to further HMC and all ministries of LCC.
- Proven experience in project management and/or the ability to develop and/or grow programs is essential.
- Knowledge of fundraising strategies and donor relations helpful to support funding of HMC ministry and supporting Affiliates to do the same within their churches.
- Strong verbal communication skills including the ability to comfortably speak in small, and on occasion large group settings.
- Proficient in Windows Office Suite, Outlook and MS Teams.
- Cricut and woodworking experience a plus.
- Three or more years of management experience required.
- Member in good standing of the LCMS preferred.
- Knowledge of logistics a plus.
- Bachelor's degree preferred.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.