

MENTOR LEADERS

JOB TITLE: Director of Global Engagement

DIRECT SUPERVISORS: Founder/CEO with support from Global Office Team

LOCATION: Oakwood, GA Office; Full-time; available for weekday working hours 9am-5pm EST and some weekend events; travel required

ABOUT MENTOR LEADERS: Mentor Leaders is a non-profit organization committed to building sustainable communities in Africa, Haiti and El Salvador through aid, restoration, and education. With the help of volunteers, we provide children with access to quality education, clean water, nourishment, and medical assistance. Our goal is to empower each child to lead a sustainable life and create positive change in their communities.

ABOUT THE ROLE: The Global Engagement department is responsible for marketing including conferences, special events, church and college visits, social media, sponsor and donor services, and philanthropic relations. Responsibilities of the Director for Global Engagement include managing the daily administration of the Mentor Leaders Child Sponsorship program, pursuing collaborative relationships to maximize sponsorship and responsiveness, and maintaining knowledge of all aspects of the organization and ministry in order to communicate with confidence the Mentor Leaders story and inspire others to join in the mission.

RESPONSIBILITIES:

- Manage administration of all sponsor and donor services:
 - Coordinate the management of sponsorship components including verbal, written, and social media communications between sponsors and Mentor Leaders team.
 - Maintain REACH for all supporters and child sponsorship updates including enrolling new sponsorships, updating contact and payment information and responding to supporter inquiries including cancellation requests.
 - Coordinate and communicate monthly with each school Country Director to maintain accurate records of child sponsorship enrollment at each academy and update REACH with student changes such as grade level, name, and yearly school pictures.
 - Stay connected to the ML supporter base by making frequent check in calls to supporters, donors and sponsors.
 - Ensure sponsor retention by actively seeking new ways to keep sponsors engaged with their child on a regular basis. To include monthly school reports with updates from Directors, yearly child photos, special art projects with children and oversee that supporter/child sponsor personal communication is being received.
 - Attend annual mission trips to ML Academies to oversee sponsorship connections with the school director, students and their sponsors.
 - As the organization continues to grow, oversee addition of Child Sponsorship Engagement Specialists at each ML Academy to assist with daily operations of the Child Sponsorship program in each country.

- Global engagement by pursuing collaborative relationships to expand the Mentor Leaders mission:
 - Facilitate, coordinate and conduct community, college and church outreach opportunities to promote child sponsorship programs. Yearly goal is 20 churches, 4-6 mission conferences and college visits.
 - Seek fundraising opportunities and grants that will provide material, medication or financial support for the students, International staff and special projects. Oversee special fundraising events such as yearly galas to bring awareness for projects at Mentor Leaders academies.
 - Develop philanthropic relationships with individuals, organizations, or networks that share our values, vision, and goals in order to provide resources, expertise, or influence to support the cause of Mentor Leaders.
 - Oversee Director of Graphics and Creative Arts along with support from the Global Office team to ensure that the organization's Mission, Vision and story is communicated effectively throughout all areas of communication including website, printed materials, social media, videography, etc.
 - Oversee and guide the Director of Graphics and Creative Arts with social media content by collaborating with the ML team and school leadership to ensure engaging content is communicated effectively and timely.
 - Analyze social media data to ensure effective engagement with our followers and give direction to the Director of Graphics and Creative Arts.

JOB REQUIREMENTS:

- Experience in public speaking, project management, fundraising and strategic planning
- Excellent written and verbal communication skills with attention to detail
- Ability to travel and attend events such as: mission trips with ML teams, college and church events
- Social media management skills including understanding market trends
- Bachelor's degree and/or 3-5 years of increasingly responsible Communications experience in a non-profit environment
- Committed Christian who demonstrates an active faith life and a personal relationship with Jesus Christ