



## JOB DESCRIPTION

### Director Solar Oven Partners

#### **Mission:**

Solar Oven Partners (SOP) is a United Methodist Volunteers-in-Mission (VIM) project that works to place solar ovens in the hands of the poor. Its mission is to promote well-being through solar cooking and water pasteurization. For additional SOP information go to <http://www.solarovenpartners.org>

#### **Purpose of the Director's Position:**

To direct the mission and ministry aligned with the objectives set forth by SOP's Board of Directors; to generate funds to ensure the successful, ongoing operation of the mission; to expand and sustain the donor base; and to provide supervision, instruction, and leadership in all areas of SOP's operation.

#### **FUNCTIONS of this position include:**

##### **I: PROGRAM DEVELOPMENT AND DELIVERY**

***MISSION JOURNEYS*** are a primary component of the SOP ministry—both as the way to provide training and ovens, as well as to engage persons in the ministry and develop ongoing partnerships. The Director shall:

- Promote, recruit and schedule Volunteer-in-Mission teams
- Communicate with host personnel to ensure detailed planning and preparation
- Prepare supplies, arrange logistics, and provide effective trip orientation, training, and follow-up for mission teams
- Act as or oversee team leader to prepare and lead mission journeys
- Manage mission trip funds including tracking and communicating trip income and expenses

***LOCAL ENGAGEMENT*** focuses on the value of local volunteers who are essential to the success of the ministry. The Director shall:

- Coordinate with SOP Workshop managers in the Dakotas
- Recruit volunteers for the creation and distribution of promotional and fund-raising materials, newsletters, and other needed support functions
- Develop and implement ongoing communication practices and data tracking systems for workshop volunteers

***MANUFACTURING AND SHIPPING*** of solar oven components is accomplished in partnership with the workshop managers. The Director shall:

- Maintain inventory at workshop locations
- Communicate with domestic and international vendors to purchase components, and arrange payment for materials
- Manage logistics for packing and shipping
- Coordinate shipping with freight forwarding company to handle sea containers

**II: FUNDRAISING AND DEVELOPMENT** – *lead and develop fundraising planning and implementation strategies as a means of ensuring current and future viability of the ministry. The Director shall:*

- Present a strong, positive image of the organization and its mission, programs, and services through news releases, newsletters, website, and social media, as well as speaking and networking engagements for promotion of and education about SOP
- Develop, maintain, and grow strategic relationships and partnerships with churches, organizations, and individual donors to facilitate ongoing financial support of SOP
- Plan and implement fundraising campaigns
- Research and evaluate grant possibilities

**III: ADMINISTRATION AND FINANCIAL MANAGEMENT** – *manage and direct fiscal, administrative and personnel functions. The Director shall:*

- Prudently manage SOP resources within budget guidelines according to current laws, SOP Board policies, and regulations
- Communicate with and provide necessary reports to the Dakotas Annual Conference and General Board “Advance” such as records of donor gifts, donation reconciliations, annual budget and other forms as needed
- Lead and accomplish the hiring, training, and evaluation of employees in accordance with state, federal and church policies
- Work with the SOP Board of Directors by advising and informing Board members through meetings and regular communication
- Direct survey teams to evaluate missional impact on SOP’s mission sites

**IV: DEMONSTRATED COMPETENCIES IN THE FOLLOWING**

- Interpret mission experiences from a faith perspective
- Positive relational skills—capable of networking and team building
- Project management skills
- Public speaking
- Work independently and collaboratively
- Manage communication and promotional platforms (e.g. website, social media, stakeholder communications, etc.)
- Computer proficiency (PowerPoint, Excel, Publisher, Word, Outlook)
- Basic manual skills for solar oven assembly
- Experience in fund raising and grant writing
- Personnel management skills

**V. PREFERRED PREREQUISITES**

- Active participant or member of a United Methodist-affiliated church
- Cross-cultural experience
- Experience as a Volunteer-in-Mission team leader, or several experiences as a member of Volunteer-in-Mission teams
- College degree
- Supervisory experience
- Proficiency in a language spoken at one of SOP’s mission sites (Spanish, Navajo, Krio)
- Excellent communication skills
- Willing to travel to churches across the Dakotas and Minnesota to make SOP presentations

## **VI. LOCATION OF DIRECTOR'S RESIDENCE AND SOP OFFICE**

- Because SOP is a Dakotas ministry, the successful candidate for this position must reside at a location conducive to exercising oversight, as well as on-site supervision as necessary, of the solar oven manufacturing and packaging operations/workshops located at Raymond, Montrose, and Rapid City, South Dakota
- SOP's office is currently in Elk River, Minnesota, but could be relocated

## **VII. PERSONAL REQUIREMENTS:**

- Able to lift up to 40 pounds
- Valid driver's license
- Eligible for overseas travel (e.g. passport, immunizations, etc.)

## **VIII. SALARY RANGE**

- The salary range is \$45,000 - \$50,000 dependent on experience and qualifications (plus pension and health benefits valued at approximately \$20,000)

## **IX. EVALUATION**

- This position will be supervised and evaluated annually by the Board of Directors of SOP in partnership with the Dakotas Annual Conference leadership.

Employment is dependent on a satisfactory background check.

**Please submit cover letter, resume, and three references:** *two required references must be from people who can tell us about your mission leadership experiences and your church leadership skills. Only one of the three references required can be a personal reference.*

***POSTAL – PLEASE MAIL COVER LETTER, RESUME AND THREE REFERENCES TO:***

Allen Roll  
Missional Impact Development Coach  
Dakotas Annual Conference  
16647 81<sup>st</sup> Avenue North  
Maple Grove, MN 55311

***OR EMAIL COVER LETTER, RESUME AND THREE REFERENCES TO:***

[al.roll@dakotasumc.org](mailto:al.roll@dakotasumc.org)