



JOB DESCRIPTION

Position: **Miles Ahead Festival Director**

Reports to: **Miles Ahead Executive Director**

Position Status: **Full-Time, Exempt**

Department: **Miles Ahead**

Effective: **November 2009**

Replaces: **All Previous**

Position Number: **RC-31-09**

Posting Date: **November 20, 2009**

1st Closing Date: **November 27, 2009**

Position Summary:

Incumbent is responsible for the conception, planning and execution festivals in targeted cities either domestically or internationally. Director is charged with the responsibility of mobilizing churches, businesses, and para-church organizations to be fully engaged with the "Do Something" Festival of Miles Ahead, targeting youth. Incumbent reports directly to the Miles Ahead Executive Director.

Job Responsibilities and Duties:

1. Implements and directs overall festival planning, execution and evaluation process, providing input as required.
2. Collaborates with the Miles Ahead Team establishes a three year plan with detailed annual calendar of events and flow chart of required work.
3. Initiates contact with pre-selected cities and/or countries and works with local and church leadership to ensure the mission of Miles Ahead is clearly communicated. Remains in contact with leadership and provides current information and training on the "Do Something" Festivals.
4. In preparation of each approved event:
 - a) Creates a detailed, break-even budget in close cooperation with the Miles Ahead Controller and Executive Director.
 - i. Works with targeted cities and other sources to raise funds for the event. Ensures that each is break-even, to include Rock staff salaries and stipends for leadership team members as negotiated.
 - b) Establishes, manages and oversees the work of San Diego and targeted city volunteer teams during the strategic planning, training, recruiting and execution phases of each event.
 - i. Mobilizes a broad base of local churches in targeted cities, introduces Miles Ahead, communicates crusade goals and objectives, and enlists their support for the crusade by personally visiting as many Pastors as possible.
 - ii. Ensures adequate training is given to San Diego and targeted city volunteers.

- iii. Builds positive long-lasting relationships with participants within the crusade organization, getting to know each one on a personal basis.
- 5. Submits regular reports to the Miles Ahead Executive Director on income, expense, schedule, church support and other items as requested. Ensures budget is being managed throughout the year.
- 6. Collaborates with the Rock Save, Equip and Send Division Head leadership team to empower non-paid leaders to ensure that “Do Something” is being accurately implemented.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Miles Ahead Executive Director.

Job Skills and Requirements:

- 1. A heart for young people and a desire to impact them with the message of Christ.
- 2. Must be gifted in administration and have the ability to relate to Pastors and Business leaders.
- 3. Bachelor’s degree in business administration or leadership required.
- 4. Two to three years of experience in the field of event planning, special projects or Pastoral work.
- 5. Willing to travel to and potentially live in different cities as crusade plans are implemented.
- 6. Ability to work well under short deadlines, juggle multiple priorities, recognize and respond to urgent needs.
- 7. Demonstrated ability to make independent decisions based on the vision and values of the Rock Church and Miles Ahead.
- 8. Strong attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly and concisely.
- 9. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint)
- 10. Must be able to maintain confidentiality.
- 11. Ability to be firm but gracious in dealing with staff and ministry leaders.
- 12. Demonstrated skills and techniques to recognize problems, issues and situations, and apply resourcefulness in finding appropriate solutions to mitigate potential negative effects. Ability to follow-through to ensure effective resolution.
- 13. Proven ability to interact in a consistently positive manner with diverse external international multi-cultural clientele, including volunteers, city agencies, faculty and business figures, campus administrators, visitors and guests, using a high degree of tact, diplomacy, discretion, flexibility, respect and courtesy in gesture and speech.
- 14. Maintains positive and professional relationships with city partners to provide comprehensive coordinated and integrated services.
- 15. Must be able to plan, coordinate, and execute training initiatives.

Expectations of Staff:

- 1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
- 2. For all grievances, follow Matthew 18 and Ephesians 4:15.

3. Proactive participation in the Governance system.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Attendance at all mandatory meetings (and events, as needed).
7. Demonstrate biblical stewardship in all areas of life, including a tithe of 10% to the church that you attend regularly.
8. Signed acknowledgement of the Miles Ahead Statement of Faith.
9. Adheres to policies and procedures as stated in the Rock Church/Miles Ahead employee handbook.

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.