



## ***Position Description: Director of Ministry Communications\****

### ***Ministry Overview:***

*RREACH* is a ministry that serves as an extension of the gifts and calling of Dr. Ramesh Richard. It was founded to carry out his passion for worldwide proclamation of the Lord Jesus Christ and the ministry envisions changing the way One Billion Individuals think and hear about the Lord Jesus Christ.

Dr. Richard carries a strategic burden to strengthen pastoral leaders and evangelize opinion leaders of developing economies. By reaching the leaders of the world it is hoped that a multiplicative effect occurs so those that are ministered to will in turn affect the lives of many others for God's glory.

The mission of *RREACH* is accomplished through innovative and strategic ministry programs such as Media Outreach, the Global Proclamation Commission (Dallas Global Proclamation Academy (GPA), National GPAs, and the Global Proclamation Congress for Pastoral Trainers), international Pastors Conferences, evangelistic events, and the creation and distribution of training products.

*RREACH* is a highly efficient and cost effective ministry. It is made up of a small staff that is committed to the mission and vision of the organization as well as the ministry calling of Dr. Richard. Staff strives to maintain a high degree of ministry accomplishment, excellence in operations and adherence to principles of proper financial stewardship.

### ***Position Overview:***

The Director of Ministry Communications serves *RREACH* by planning, overseeing, managing and implementing all ministry-related media and communications projects. The Director of Ministry Communications works closely with the President regarding ministry vision and ministry implementation and the Director of Ministries for priorities and implementation strategies. All tasks and duties are to be conducted in a professional manner that yields results, affirms integrity and glorifies God at all times.

### ***Position Objective:***

The purpose of the Director of Ministry Communications position is to provide outstanding leadership, initiative, management, and project implementation using various media forms, e.g.: publishing, audio, visual, digital print, and internet in order to fulfill ministry goals and objectives.

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\* This position description is a general statement of required major duties and responsibilities performed on a regular basis. It is not intended to be a comprehensive listing of all expected duties, as other tasks may be assigned.

***Qualifications, Personal:***

1. Born-again Christian that seeks an ever closer relationship with our Lord Jesus Christ
2. Reflects the characteristics of our Lord Jesus Christ in his/her life
3. Committed to and regularly participates with an evangelical body of believers
4. Exhibits characteristics of honesty, integrity, accountability and maturity
5. Maintains a teachable spirit
6. Strong and effective communication skills

***Qualifications, Professional:***

1. Ability to maintain high standards of excellence in all professional duties
2. Routinely seeks excellence, quality, efficiency and results
3. Ability to work independently
4. Ability to work well with a team with a positive spirit
5. Ability to have a big picture comprehension with detail-oriented precision
6. Ability to plan, maintain priorities and anticipate needs
7. Ability to interact well with staff and peers
8. Ability to accomplish tasks in a timely manner
9. Ability to operate under time and budgetary constraints in punctual and cost-effective ways
10. Ability to maintain confidentiality
11. Ability to self motivate and self manage
12. Ability to initiate, create, and execute
13. Exhibits strong follow-up, managerial, and planning skills
14. Undergraduate degree required, graduate degree preferred

***Position Description:***

The Director of Ministry Communications will oversee, direct, manage, and implement all ministry related communications and media projects.

1) Overall

- a. Wholeheartedly believes in and is committed to the mission and vision of the organization
- b. Fully supports the mission of *RREACH* and the proclamation ministry of Dr. Richard
- c. Models spiritual maturity in all areas
- d. Is an effective manager, strategist, planner, organizer and implementer
- e. Receives direction well, adjusts well and seeks to always accomplish the ministry goals
- f. Maintains a professional and upstanding reputation and demeanor
- g. Represents the organization to the public as needed in a professional manner

2) General responsibilities:

- a. Successfully implements the ministry vision of Dr. Ramesh Richard in media related ministry areas
- b. Demonstrates substantive knowledge regarding the organization's programs and objectives

- c. Takes the President's priorities and translates those into ministry program goals and objectives for implementation
- d. Work with the President to develop new projects that fit the mission/vision of the ministry.
- e. Develops strategies for accomplishing ministry objectives
- f. Develops and oversees planning and implementation in ministry areas
- g. Develops ministry program budgets and is responsible for overseeing compliance to budgetary restrictions
- h. Ensures ministry activities are implemented with excellence, efficiency and effectiveness
- i. Ensures compliance with pertinent laws and regulations in fulfillment of the role and particularly in the management of other staff

### 3) Project Management

- a. Implements strategic plans for each ministry program
- b. Identifies pertinent metrics for reviewing ministry program success
- c. Assists with the expansion of ministry programs as directed
- d. Identifies new strategic ministry areas

### 4) Ministry emphasis

- a. Media content creation
- b. Media content distribution and delivery
- c. Media content promotion
- d. Development of new media content strategies

### ***Decision Making:***

The Director of Ministry Communications will support, manage, plan and implement ministry programs as directed by the President and Director of Ministries.

### ***Authority:***

The Director of Ministry Communications oversees ministry program staff.

### ***Reporting Duties:***

The Director of Ministry Communications reports to the Director of Ministries.

### ***Working Conditions:***

Given the responsibilities of the Director of Ministry Communications, this position is considered "exempt." As such there are occasions where evening and weekend work as directed by leadership may be expected and required. Domestic and international travel is possible based on the needs of the ministry program and under the direction of leadership.