



## Regional Director

**Department:** Programs      **Position(s) Supervised:** Family Engagement Coordinator  
**FLSA Status:** Exempt      **Reports to:** Director of Missional Impact  
**Location:** Bozeman, MT

**APPLICATION PROCESS:** To apply for the Regional Director position email a cover letter, resume, and three professional references to [careers@childbridgemonтана.org](mailto:careers@childbridgemonтана.org). In your cover letter, please detail your interest in our mission and how you see yourself making an impact in this role.

**POSITION SUMMARY:** The truth is that there are not enough families to care for Montana's innocent children. **Our mission is to find and equip foster and adoptive families for children who have suffered abuse and neglect.** We bridge the gap by raising up bold and passionate Christians to do the hard work of caring for the vulnerable in our communities, whether a child's need is a few days, a few months, or forever because **our vision is a family for every child.** We aim to inspire a movement of fearless, joyful ambassadors of Christ who fight for children who bear the invisible marks of being unseen, unheard, and unwanted. This all begins with the people who are called to work at Child Bridge. A Regional Director is a vital executor of the Child Bridge mission overseeing the recruiting and equipping of foster families in their region of responsibility. Their primary focus is to engage hearts to the mission by asking people to step into their God-given call of fostering and to empower new foster families with training, resources, and tools needed to care for a child who has suffered abuse and neglect.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must demonstrate capacity or potential to perform each essential duty with excellence. The following statements reflect the general details necessary to describe the major functions of this position and are not intended to be a detailed description of all the work/functions that may be required. Other duties may be assigned.

### Identifying and Equipping Foster Families:

- Build and execute a strategy to recruit new foster families.
- Cultivate relationships with pastors, as the church is the primary platform to engage people to the mission.
- Deliver clear and engaging recruiting presentations.
- Coach and guide prospective families through the licensing process.
- Present foster parent training curriculum and resources to prospective families in the form of small groups, classroom style presentations, etc.
- Contribute to foster parent training and resource advancements.

- Regularly participate in ongoing education requirements.

#### **Development:**

- Work with the Director of Donor Relations to cultivate major gift relationships.
- Identify prospective donors and establish new partnerships.
- Engage churches in supporting Child Bridge in a financial capacity.

#### **Supervisory:**

- Supervise and develop the Family Engagement Coordinator (FEC) team member(s) who primarily executes the foster family equipping programs.
- Inspire a working environment that passionately lives out the mission, vision, and values of Child Bridge.
- Lead all team prayer call at least once a year.

**QUALIFICATIONS:** The requirements listed below are representative of the education, experience, knowledge, skills, abilities, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience:**

- Bachelor's degree from an accredited university in business or communications and 5+ years of experience in ministry leadership, non-profit or business work. Comparable degree and experience will be considered.
- Preferred experience and/or contact with the Child and Family Services foster care processes.
- Demonstrated experience in effectively supervising others, not to merely manage but to empower them to their highest potential while staying mission true.

#### **Knowledge, Skills, and Abilities:**

- Presentation style that is efficient and engaging to a variety of people groups including congregations, foster families, and teammates.
- Strong project management skills to define objectives and provide deliverables in a timely and quality manner.
- Comprehend basic general accounting principles to manage to an expense budget and review monthly financials.
- Strategy conceptualization and implementation to achieve organizational goals and initiatives.
- Define problems, collect data, establish facts, draw valid conclusions, and offer solutions.
- Read, analyze, and interpret general business and operations documents.
- Proficient in Microsoft office suite.
- Capable of working with a variety of technology including databases, video conferencing, cloud-based applications, etc.

#### **Physical Demands:**

- 1/3 of the time be able to: climb or balance; stoop, kneel, crouch or crawl; lift up to 50 pounds; push or pull up to 25 pounds.
- 3/4 of the time be able to: stand; sit; walk; use close vision (20 inches or less) for computer work; reach with hands and arms.
- 3/4 of the time be able to: use hands; talk and hear.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level in the work environment is moderate.
- The normal work environment is an office environment with frequent meetings out of the office at churches, coffee shops, and other public areas.
- The work schedule varies based on the needs of the organization and will have regular weekend and some evening work.
- Travel to the Central Office or other Regional Office sites on an as needed basis.
- Regular travel within region of responsibility.
- Must have a valid driver's license, active and up to date liability coverage, and a dependable vehicle.