



## **We are looking for a National Coordinator for Scholarships & Emerging Leaders**

The **National Coordinator for Scholarships & Emerging Leaders** manages the American Baptist Home Mission Societies' (ABHMS) comprehensive scholarship and Continuing Education grant programs. This position is responsible for creating and implementing programs that bring mutual value to emerging leaders and ABHMS, functioning as the primary connection between ABHMS and our scholars network. This is a fulltime position, reporting to the Director of Leadership Empowerment Ministries. This position is available immediately and requires ability to work at the Leadership & Mission Building of ABHMS, located in King of Prussia, Pa.

### **Key Duties and Responsibilities**

- Develop and lead a comprehensive program to identify and award scholarships to applicants with an American Baptist connection.
- Develop and implement a Scholars Program and additional initiatives that encourage networking and a sense of community among ABHMS Scholars, internship opportunities, immersion experiences, and vocational discernment. and networking among award recipients. Such program strategies should be designed to increase the capacity of scholars to network with individual professionals, congregations, communities and ABC Regions.
- Develop and implement strategies that increase the capacity of scholars to network with individual professionals, congregations, communities and American Baptist regions.
- Develop and implement strategies to identify American Baptist emerging leaders who seek to strengthen their faith, clarify their sense of call and vocation, and network nationally with other emerging leaders.
- Collaborate with other ABHMS staff to ensure increased visibility of scholarship recipients, emerging leaders and program initiatives.
- Develop and implement strategies to increase resource and development opportunities for scholarship recipients and emerging leaders in partnership with ABHMS program units and national and regional partners.
- Manage the scholarship/continuing education grant processes, including creating/updating applications, reviewing applications, signing vouchers, managing applicants, regular communication with recipients. This requires collaboration with the Applications Coordinator, Director of Leadership Empowerment, scholarships review team and IT team.
- Monitor trends impacting students and learning communities and apply learnings in ways that shape ABHMS' scholarships and continuing education programs.
- Develop and implement strategies for increasing engagement with emerging leaders during and beyond their academic years.

- Work collaboratively with members of the Leadership Empowerment Team Ministries unit to develop strategic and innovative programs aligned with ABHMS and unit missional priorities.
- Collaborate with other ABHMS program units to increase resource and development opportunities for scholarship recipients and emerging leaders.
- Perform other relevant duties as assigned.

### **Skills, Experiences, Education and Competencies**

- Deep appreciation for the mission, vision, values and goals of ABHMS.
- Masters level degree in Theology or Education; or comparable field experience.
- Passion and interest in working with religious professionals.
- A deep passion for students and their spiritual formation, academic and theological pursuits,
  - and professional/vocational development.
- Minimum of three years working with college students and young adults in an advisory, consultative or leadership role.
- Strong skills in networking via diverse social media platforms.
- Strong communications skills required.
- Fluency in cultural sensitivity and cultural competency.
- Creativity, critical thinking, consistency of output, and strategic planning of work are required
  - for success.
- Highly organized, multi-tasker with strong project management and time management skills.
- Proficiency with Microsoft Office software and Internet applications required.
- Self-motivated with an ability to work collaboratively and in teams.
- Strong professional ethics and sensitivity to confidentiality and accuracy in handling records.
- Competency working in a large non-profit and complex faith-based setting.
- Ability to promote promoting a positive working environment, strong collaboration and cooperation with diverse colleagues, openness to change and conflict resolution.
- Demonstrated excellent interpersonal, communication and presentation skills, both written and oral across diverse audiences.
- Ability to occasionally work an irregular schedule, evenings or weekends as needed.
- Must live within commuting distance of the ABHMS corporate offices in King of Prussia Pa. Relocation assistance available.

ABHMS is an equal opportunity employer and practices non-discrimination. ABHMS offers a progressive work environment with competitive compensation, comprehensive employee benefits package – including health insurance, retirement plan, life insurance, paid vacation and sick days plus Christmas week off. Relocation assistance available for the successful candidate presently living outside of the local area.

ABHMS provides staff with the support needed to continue to develop knowledge, skills and abilities along their chosen career path consistent with ABHMS' missional priorities and objectives.

If interested, please provide the following as part of your application packet:

- One **2-3 minute video** describing what you see as ABHMS' greatest opportunity for outreach to students AND share a positive experience you've had either as a mentee or a mentor.
- A **Cover Letter**
- Current **Resumé**

Send these to [HRMatters@abhms.org](mailto:HRMatters@abhms.org) as soon as possible. We will begin reviewing applications on September 8<sup>th</sup> 2022.