
Benjamin House Ministries

US: PO Box 21, Moore, SC 29369

UG: P.O Box 91, Ntinda, Kampala

U.S. Representative

Job Description

JOB TYPE Full-time

LOCATION The United States; work from home or from donated office space

SUPERVISOR Executive Director & Board of Directors

PRIMARY DUTIES & RESPONSIBILITIES

- Maintain strong relationships with current ministry partner churches and individuals.
- Actively seek out and secure new ministry partner churches and individuals.
- Represent BHM in speaking engagements in social groups, churches, and other meetings.
- Maintain the BHM Stateside communications including email, phone, answering and replying to inquiries, and social media updates.
- Develop and manage marketing campaigns for fundraisers.
- Maintain all BHM websites.
- Provide updates to the Executive team and Board of Directors including, but not limited to, a monthly Board meeting.
- Communicate and coordinate with BHM Accountant and provide assistance and volunteers as needed.
- Supervise volunteer efforts, mainly based in Spartanburg, SC.
- Maintain an active level of BHM merchandise and arrange for sale of that merchandise through the merch website and through displays at partner churches/organizations. Manage volunteers involved in this aspect of the ministry.
- Maintain the Stateside storage located in Spartanburg, SC and any volunteers needed to manage the space.
- Actively seek out and write grants on behalf of BHM.
- Work with the Board of Directors to prepare for and execute annual Partnership Banquets. These banquets are located in, but are not limited to, Spartanburg, SC, Chattanooga, TN, Flintstone, GA, Georgetown, SC, and Landrum, SC.

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- Coordinate US end of mission trips being taken by our partner churches and other individuals.
 - Coordinate US end of child sponsorships. This includes managing donation upkeep as well as recording special gifts given toward children, letter correspondence, and relaying and updating donors of their sponsored child's medical needs.
 - Coordinate and attend Stateside events during Tours (specific times when Uganda staff make trips to the States) approximately 4 times each year.

SKILLS & EXPERIENCE

Qualifications

- Love for family restoration
- Signed copy of the BHM Code of Conduct and Doctrinal Statement
- High School Diploma or higher
- Specific training in grant writing, public speaking, social work, or marketing
- Ability to travel as needed

Experience

The following are desired if possible.

- Ministry Experience
- Non-Profit Administration
- Social Media Management
- Marketing and Graphic Design
- Public Speaking
- Coordinating Mission Trips and International Travel

Skills

- Intermediate to advanced Microsoft Office (Word, Excel, PowerPoint and Outlook) iMovie and graphic application skills
- Excellent verbal and written communication
- Self-motivated, organized, and able to effectively prioritize, follow up and meet deadlines
- Excellent relational skills
- Photography
- Videography