

Planting Roots Deputy Director of Spiritual Development Job description

Spiritual Development Deputy Director

Reports To

The Spiritual Development Deputy Director will report to the Spiritual Development Director and the Executive Board.

Job Overview

In close coordination with Director and at her direction, the Spiritual Development Deputy Director coordinates praying over the Planting Roots team members and the execution of Planting Roots events.

Responsibilities and Duties

A. General Responsibilities

1. Attend all Spiritual Development Meetings, logging hours and funding needs and used.
2. Coordinate with the Director of Spiritual Development to provide prayer coverage, and assistance to cross-team collaboration in support of Planting Roots mission and goals.
3. Support the vision and mission of Planting Roots
4. Assist with fundraising both for personal expenses related to Planting Roots and for the larger Organization

B. Job-specific Responsibilities,

1. Leads team as asked to pray over all Planting Roots activities.
2. Records hours logged, resources produced, as well as funding used and required for Spiritual Development.
3. Assists the Spiritual Development Director in prayer project or resource development both for staff of Planting Roots and the broader PR Community.
4. In the event that the Spiritual Development Director cannot fulfill her role (sabbatical, leave, exiting, no longer with Planting Roots, etc) the Deputy will assume the Director's responsibilities until a new Spiritual Development Director is appointed.

Qualifications

- Time Commitment: 10-80 hours per month, averaging approximately thirty hours monthly, minimum three-year commitment preferred.
- Financial Commitment: Attend all conferences as able. Attend Staff Retreat every other year, as schedule allows.
- Faith: Must be a Christian military woman with a growing walk with the Lord.
- Experience: Have a minimum of three years' experience in leadership, preferably in the context of ministry. Familiarity with online social media and website platforms a plus. Works well with a team, especially in a remote capacity. Willing to work with a variety of personalities and maintain contact with staff in remote locations.