

Job Title: Program Director for Love Revolution, SEPA Synod

Location: Hybrid (Philadelphia, PA)

Employment Status: Part-time, 5 Year Contract

Expected Number of Hours: 15 to 20 per week

Reports to: Bishop and Directors for Evangelical Mission

Overview:

Southeastern Pennsylvania Synod is seeking an innovative and spirit-filled individual to be Program Director for Love Revolution. Lilly Endowment, Inc funded Love Revolution to help SEPA synod congregations evolve from an institutional church built on programs and resources and into a missional church built on relationship and service. The person fulfilling this contract will be responsible for the implementation and administration of Love Revolution alongside our Vitality Team, Synod Staff, Directors of Evangelical Mission, and Bishop. This person shall facilitate and report results formed to our Bishop and Directors of Evangelical Mission to ensure the effective execution of our grant program objectives.

Responsibilities:

1. Collaborate with the Vitality Team, Synod Staff, Directors of Evangelical Mission, and Bishop to create timelines and generate plans for the implementation of the Love Revolution grant program.
2. Provide primary administration and leadership to Love Revolution leadership team.
3. Oversee program design and activities: retreats, cohort gatherings, microgrants, mentoring, coaching, synod learning days, and worship services. This includes recruiting and hiring paid instructors, coaches, mentors, and worship leaders.
4. Be responsible for coordinating and overseeing the Love Revolution curriculum team to create all curriculum and program materials.
5. Organize regular check-ins with congregational teams to facilitate their learning between Love Revolution events.
6. Manage grant collaborations and partnerships with Lilly Endowment, Inc., Leadership Education Coordination Program, Lutheran Advocacy Ministry in Pennsylvania, Lutheran Disaster Response, Interfaith Philadelphia, SEPA Anti-Racism Team, SEPA Inclusive Communities Team, African Descent Lutheran Association, United Lutheran Seminary, and others still to be identified through the Love Revolution process.
7. Communication: Assist in the development and implementation of the grant's communication strategy to promote Love Revolution to increase its impact within the synod by updating stakeholders, networking collaborating partners, and inspiring others.
8. Evaluation: Work with the Love Revolution Grant Evaluator to develop both quantitative and qualitative metrics for evaluating the effectiveness of our Love Revolution outcomes.

9. Sustainability: build synod capacity to carry on Love Revolution after the completion of five-year grant funding cycle.
10. Monitor grant progress and compliance with Lilly Endowment, Inc. requirements, including reporting and documentation.
11. Provide oversight for Grant Administrator contract work.
12. Work closely with the SEPA Synod Senior Accountant to ensure accurate and timely processing of grant funds.

Qualifications and skills:

- A love for Jesus Christ, the Church, and all God's people
- A willingness to take risks and ability to learn from failures
- Passion and skills for relationship building and networking
- Sensitivity to the diversity in our synod and willingness to strengthen skills in order to work effectively with all our diverse groups
- Prior experience in grant administration or program management is highly desirable
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks and deadlines effectively
- Excellent communication skills, both written and verbal, with the ability to interact professionally with diverse stakeholders
- Proficiency in Microsoft Office Suite, Google and other relevant software applications
- Fluency with internet, technology, and various social media platforms
- Dedicated to collaboration with Synod staff and Synod teams, congregational leaders, and the institutions and agencies that relate to our synod
- Commitment to the mission and values of Southeastern Pennsylvania Synod

This is a part-time contract position requiring 15 - 20 hours per week to administer the grant. The successful candidate will design their own hybrid work schedule with some work done in-person at the synod office (7241 Germantown Ave, Philadelphia, PA) and other work done remotely. In-person attendance is expected at all Love Revolution events (to be hosted in the greater Philadelphia area).

If you are passionate about helping people explore a sense of God's love working in their lives as they discover that loving neighbor renews our sense of purpose and belonging in community, we encourage you to apply.

To apply:

Please send your resume, cover letter and three references to resumes@sepa.org by March 20. Please include "Love Revolution Grant Director" in the subject line of the email.