



Idlewild Presbyterian Church
Director of Outreach Job Description

Position Title: Director of Outreach

Position: Part-time, 25 hours per week. Some evening and weekend work is required.

Reporting Manager: Pastor and Head of Staff

Salary Range: \$25 to \$35 per hour

Job Summary:

Freed by God's grace, called to be the body of Christ, and led by the Holy Spirit, Idlewild Presbyterian Church extends its hands to all in need and helps build a more just, inclusive, and welcoming community in Memphis and beyond. In support of this calling, the Director of Outreach will develop and maintain a comprehensive understanding of the church's local and international outreach ministries with the goal of expanding awareness and involvement among the church body and the broader community. Acting as a liaison between church staff, members, and the community, this role is charged with providing consistent, visible leadership to advocate for, expand, and sustain community-driven support that is core to Idlewild's mission.

Essential Functions:

- Lead the Outreach Committee and serve as the connection between the church, committee, volunteers, and the community
- Develop and maintain deep, historical knowledge of all Idlewild outreach ministries, including international projects, to serve as the liaison between clergy staff, the Outreach Leadership Team (OLT), ministry committees, the congregation, and the community
- Support existing and new outreach committees by understanding and communicating budgetary and volunteer needs and, as needed, taking a leadership role in weekly programming (e.g. More Than a Meal, Room in the Inn, MICAH, etc.)
- In collaboration with clergy staff and the OLT, oversee the strategic planning and use of ministry funds (amount, frequency, and types of assistance provided) to effectively

manage outreach budgets and be responsive to evolving church and community needs (e.g. growing the Compassion Fund)

- Manage and keep detailed monthly accounting of overall Outreach Budget as well as each individual Outreach ministry's budgets
- Responsible for donations and distributions of the Compassion Fund.
- Expand the reach of Idlewild's outreach ministries by networking with local churches and agencies to stay aware of available resources and programs in the broader Memphis community, and serving as a liaison to the Community Support Grants committee in the review of grant requests from local organizations
- Identify opportunities and increase Idlewild youth participation in Outreach ministries through targeted coordination with the Director of Youth Ministry
- Serve as a representative of Idlewild by spending time with community members seeking assistance, church members seeking advice, outreach recipients, and outreach volunteers
- Recruit, train and support volunteers

Minimum Requirements:

- Bachelor's degree
- Demonstrated outreach experience
- Seminary graduate or PCUSA Adult Volunteer preferred, but not mandatory
- Demonstrated ability to display compassion and empathy when counseling individuals with difficult life challenges
- Demonstrated ability to succeed in inclusive spaces, working with a wide range of people including different faith backgrounds, physical/mental illnesses, races and socioeconomic levels
- Demonstrated ability to effectively communicate complex messages to diverse audiences
- Experience recruiting, advising, and working with committee members and volunteers
- Willingness to acquire institutional knowledge about Idlewild's past and present outreach ministries in order to create a vision for future outreach plans/projects

Additional Information:

- To apply, please send your resume, cover letter, and three references to hiringcommittee@idlewildchurch.org.