**Director of Global Partnerships**

**Job Description**

**(Program Focused - International)**

**Position Description**

**Accessible Hope International**

**Program Manager**

**Contact – Kim Kargbo, President**

[**kimkargbo@ahint.org**](mailto:kimkargbo@ahint.org)

**901-775-9757**

**Organization**

Founded in 2009, Accessible Hope International’s (formerly Women of Hope International) mission is to facilitate Gospel-centered transformation for people with disabilities around the world by equipping the global Body of Christ to open wholistic doors of access. We envision people with disabilities living hope-filled lives as full and valued members of their communities.

We do this through three primary strategies:

* **Equip** – Training, tools, and resources to equip the global Body of Christ to reach people with disabilities with hope.
* **Empower** – Hands-on, wholistic discipleship and development programs working with vulnerable people with disabilities globally.
* **Engage** – Strategy consulting for ministries and organization on a robust framework for inclusion of people with disabilities in all aspects of their ministry context.

For more information, please visit [www.AccessibleHope.org](http://www.AccessibleHope.org)

**Position**

Reporting to the President, the Director of Global Partnerships (DGP) will be responsible for directing the Program Team, which collectively oversees the international program aspects of AHI. The DGP will manage the Global Outreach Coordinator and the Regional Coordinators, and will interface with Training Ambassadors and Global Hope Partners around the world. The DGP will be responsible for the following functions, in collaboration with the Program Team:

**Development, Monitoring, and Evaluation of Equip Partnerships**

* Curriculum development
  + Writing lesson content in a variety of international development arenas, specific to low-literate audiences
  + Create Training of Trainer courses for various curricula pieces
  + Create video modules and discussion guides based on current disability curriculum
  + Oversee translation projects
  + Oversee graphic design, layout, and production
* Resource and Training dissemination
  + WhatsApp automation
  + Website downloads
  + Email automation development
  + General communication with training partners
  + Implementation of resources across locally available technology platforms
* Feedback analysis
  + Create evaluation tools for various programs
  + Collect reports
  + Collate data
  + Write analytical reports
  + Evaluate impact of training programs (post-training, 6 months, 1 year)
* Marketing of programs
  + Maintaining current website info
  + Networking with ministries via conferences and other networking events
  + Create marketing materials
  + Email communications with partners
  + Email communications with potential partners

**Development, on-boarding, and capacity-building of Global Hope Partners**

* Partner development (GHPs)
  + Collect applications
  + Vet partners
  + Build capacity of partners (financial, resource, tools, spiritual formation)
  + Transition of current WOHSL program to a GHP
* Process grant requests (GHP & Church Accessibility)
  + Collect applications
  + Vet application requests
  + Transfer money
  + Monitor grantees through follow-up reports
* Conduct Training Events
  + Processing Training Ambassadors through certification process
  + MIGI workshops
  + TOT’s (ToD & TT & other)
* Coordinate and conduct tri-annual Global Consultation
  + Coordinate travel of partners
  + Manage logistics for conference (venue, food, transportation, etc)
  + Determine speakers and program offerings

**Strengthen Connections between Global Programs and International Office**

* Oversee Regional Coordinators and Training Ambassadors
  + On-board new Coordinators and train
  + Communication with Regional Coordinators
  + Coordinate Regional Team Meets (virtual)
* Coordinate Allies in Hope teams to field sites, as needed
  + Team prep
  + Team discipleship
  + Follow-up
  + Logistical prep with field partners
* Manage and oversee program elements from GHPs that intersect with US ministry partners
  + Prayer partners
  + Global Prayer meetings
  + Fair Trade sales

**Communications and Development**

* Provide stories, pictures and quotes to Communications Coordinator
* Ensure adequate pictures of field programs
* Work with other staff to write grants pertaining to field programs and grant requests
* Assist office staff with other development activities as needed

**Other Duties**

* Due to the collaborative nature of the ministry, cross training of staff is required.
* Perform other duties pertaining to the ministry as assigned

**Personal Qualifications:**

* Strong, vibrant relationship with Christ and applied comprehension of the Gospel in a wholistic manner
* Commitment to contemplative spiritual practice in ministry and personal life
* Willingness to raise funds both for personal support and ministry growth
* Qualified people with disabilities and people of color, specifically with Majority World origins, are encouraged to apply
* Must be able to be legally employed in the United States. Residence in the US is preferred, though international residence will be considered for the right candidate
* Enjoys and is skilled at managing a collaborative leadership experience with high levels of interdependency, while fostering individual autonomy and ownership
* Able to communicate and work across cultures, adequately interpreting both sides to the other
* Demonstrates personal qualities of integrity, credibility, and commitment to the mission, vision and core values of AHI through verbalization and reference verification
* Excellent people skills, with an ability to partner with a dynamic leadership team with varied personalities, gifts, backgrounds and cultures
* Thrives in small, intimate virtual work environments with high levels of collaboration and interdependence
* Self-motivated and able to accomplish goals and maintain high level of engagement with minimal supervision in a virtual work environment

 Flexible and able to multi-task; can work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions; demonstrates resourcefulness in setting priorities and guiding investment in people and systems

**Experiential Criteria:**

* Bachelor’s degree in Non-profit management, International Development, or relevant field

 A minimum of 5 years international development and training experience required

* Minimum 3 years management experience
* Competence in all relevant software programs – Word, Excel, PowerPoint – and willingness to gain proficiency in these and other systems
* Skills should include the following – program development and management, personnel management, cross-cultural communication and sensitivity, skilled facilitator of participatory learning with low-literate learners, budget and resource development, strategic planning, and demonstrated success developing and monitoring systems to evaluate programmatic work that involve high levels of collaboration

**Salary & Benefits:**

* Candidate must have a personal support base for compensation, or be willing to raise support for compensation.
* Terms of salary will be discussed and agreed upon prior to hire
* Candidate must be at 75% of agreed upon salary and benefits package to assume responsibilities
* AHI offers a full benefits package including health, dental, and vision insurance, short and long-term disability, life insurance, retirement matching benefit, generous paid time off allowance, annual paid retreat days, monthly Spiritual Direction, paid sabbatical after 6 years of service, and other integral spiritually formative practices