

# Director of Communications Position Description

## Organization and Mission

The purpose of Mars Hill is to use media to draw people to Jesus Christ.

Mars Hill Productions is a non-profit, non-denominational media ministry. For more than 30 years Mars Hill has produced award-winning films and videos that have been used around the world in just about every conceivable venue to introduce many thousands of people to Christ. (For more information about the ministry of Mars Hill, visit [www.mars-hill.org](http://www.mars-hill.org).)

The current emphasis of Mars Hill is The HOPE, a dramatic motion picture presentation of God's redemptive story from creation through Christ; the scarlet thread of the Bible. The HOPE has been, and continues to be, so well received in the worldwide missions community that it will likely influence the course of Mars Hill for years to come. The HOPE was produced in a manner that allows it to be effectively and efficiently adapted for any language or culture. With over 55 translations completed and many more in process, God is allowing The HOPE to play a strategic role in the Great Commission. (View The HOPE online at [www.thehopeproject.com](http://www.thehopeproject.com). For more information on the ministry of The HOPE, visit [www.hopepartnering.com](http://www.hopepartnering.com).)

The primary goal of Mars Hill in this present season of ministry is to maximize the potential of The HOPE by building strategic ministry partnerships worldwide to engage in the creation, dissemination and effective use of The HOPE.

## General Responsibility

Develop and facilitate the implementation of a comprehensive corporate communications strategy to further the worldwide ministry of Mars Hill Productions.

## Specific Roles & Responsibilities

- Work with the President of Mars Hill to create a corporate communication vision and the strategies and budgets to fulfill that vision
- Report directly to President in the implementation of that strategy
- Increase awareness of the ministry of Mars Hill (and in particular, The HOPE) among the various constituencies of Mars Hill (donors, board members, ministry partners, prayer partners, etc.) through publicity, electronic and conventional correspondence, mailings, and special events.
- Work with the staff and board to expand and nurture the Mars Hill community
- Facilitate prayer for the ministry
- Create and maintain the communication collateral (printed material, design files, etc.) necessary to facilitate the corporate communications strategy
- Work with web developer to maintain current content on the Mars Hill website
- Oversee the proper response to inquiries and comments received through the Mars Hill website
- Build a personal ministry team who will help support the person in this position through their prayers and financial contributions. (Note: As media missionaries, all full-time Mars Hill staff engage in this activity.)

## Qualifications

### Character & Personal Qualifications

- A mature Christian . . .

A candidate for this position must be theologically sound and grounded in the Word of God.

The candidate must be able to work well with people from diverse theological and cultural backgrounds within the Christian faith.

The candidate must be a person committed to prayer.

The candidate must be firmly rooted in the truth that our significance is not in what we do, but in Christ.

The candidate should understand the difference between doing something for Christ, and letting Christ do it through us.

- Integrated into a local church body
- A sense of calling and commitment to the mission of The HOPE
- Agreement with the Mars Hill Statement of Faith (available upon request)
- Missionary passion and perspective - This person should have a basic understanding of the Biblical basis for missions.

### **Technical and Work Related Qualifications**

- Previous experience in a similar position
- A bachelor's degree
- Capable public and personal communicator
- Skilled writer
- Experience working with art directors, graphic designers, commercial printers, and web developers
- Ability to utilize Mars Hill donor management software
- Knowledge of different approaches and strategies used in development and publicity campaigns
- Competency with common office programs such as Word and Excel is essential. Basic competency with graphics programs such as Photoshop and Illustrator is a plus.
- Ability to manage others or work independently
- Some familiarity with the functioning of faith based ministries and missions is desirable

### **Compensation & Benefits**

- Salary level is currently open and will be set by the President and Board of Mars Hill based upon a number of factors including: a) the need of the candidate, b) comparable positions in other ministries, c) previous employment and credentials, and d) the prayerful conviction of both the President and the candidate.
- All full time employees and their families are covered by a generous health insurance package.
- After one year of service, all full-time employees qualify for participation in a 403b retirement plan.
- Minimum two weeks paid vacation per year. Based upon previous work experience, additional vacation time may be warranted.

### **Contact Information:**

Please send resume and inquiries to [doug@mars-hill.org](mailto:doug@mars-hill.org)