

Department: Global Ministries

Reports to: General Director and GM Committee

Supervises: the Co-directors around the world and department staff: Mobilization Manager, Donor Relations Assistant, Missionary Relations Assistant, and GIA Coordinator

Overview: This is a full-time hybrid salaried exempt role including raising funds to partially support the salary. Benefits include housing on campus, life insurance, participation in medical, dental and optical plan, participation in the retirement plan, reimbursement for ground transportation (also air transportation if approved specifically by the General Director) and related meals and conference entry fees. See separate benefit documentation.

Relationships within the Mission

- The Global Ministries Director is accountable to the Board of Trustees and serves as a consulting member of the Board.
- The Global Ministries Director, in partnership with the other directors, provides spiritual leadership for Liebenzell Mission USA (LMUSA).
- The Global Ministries Director collaborates with the other LMUSA directors on objectives, issues, and projects of common interest and concern.
- The Global Ministries Director maintains relationships of mutual spiritual support, encouragement, and accountability with the other directors.

Duties of this Role

General

- Promote involvement in missions by ministering the Word of God.
- Teach from Scripture at conferences/churches/venues as needed.
- Encourage dependence upon God in prayer among staff, missionaries, and Board members.
- Assess needs, communicate vision, and clearly direct the Global Ministries of LMUSA.
- Implement Global Ministries programs, budgets, and accountabilities to achieve objectives within the overall ministry of LMUSA.
- Present Global Ministry needs in committee and board meetings.

International

- Develop new mission fields, for the purpose of fulfilling our Lord's command in Matthew 28.
- Make field visits accompanied by the Co-directors or the General Director, as appropriate.
- Guide the co-directors in developing strategies and employing available resources to accomplish their mission objectives in the field.
- Encourage co-directors in their personal growth and professional development.
- Supervise recruitment of new candidates for missionaries.
- Oversee the orientation of all approved LMUSA missionaries.
- Serve as an official representative from LMUSA to other Liebenzell offices and missionaries along with the General Director.
- Develop and maintain healthy relationships with Regional Directors of other Liebenzell international offices around the world.

On site in New Jersey

- Oversee and wisely delegate the administrative responsibilities of the Global Ministries department.
- Communicate and evaluate overall performance standards to staff as related to objectives, spiritual growth, and resources.
- Develop partnerships with like-minded local churches and Christian organizations, especially those who come as guests to the LMUSA Retreat Center.
- Plan strategy of the Global Impact Academy (GIA) to integrate with the goals of the mission.
- Attend Chapel services, staff meals, and staff events on campus.

Job Qualifications

- Completed college education in Bible, theology, cross-cultural ministry. Prefer graduate of an evangelical seminary.
- Ordained as a minister of the Gospel.
- Have at least 2 years cross-cultural/field missionary experience; prefer 5+ years cross-cultural/field missionary experience. Will consider experience as a child of missionaries if actively having served alongside missionary parents.
- Must live on campus at the headquarters in Schooley's Mountain, New Jersey.
- Must be a US citizen and have a valid US passport.
- Adhere to the Doctrinal Statement of Liebenzell Ministries.
- English language fluency and ability in writing with style.
- Proven leadership skills, evidence of good judgment, results driven.
- Strong project management and database management skills.
- High organizational commitment and professionalism.
- Creative, innovative, and intuitive.
- Able to establish and accomplish self-directed goals and objectives.
- Proficiency in office technology – examples: Word, Excel, PowerPoint, and accurate use of email communications.
- Has a valid driver's license and his/her own transportation.

Physical Demands and Work Environment

- While performing the responsibilities of the job, the employee is required to talk, hear, use their hands and fingers to operate office machinery, is often required to sit, stand, walk, reach with arms and hands.
- Vision abilities required by this job regularly include close vision, distance vision and peripheral vision.
- Ability to travel to event sites to assist with promotion of the mission and its missionaries as needed including overnight trips.

- The noise level in the work environment regularly varies from quiet to moderate.

Revised: March 19, 2025