

D.O.L.L.S. HQ

Position Overview



CHAPTER DIRECTOR

Qualifications for employment at D.O.L.L.S.® include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of D.O.L.L.S. and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member in good standing of a local church or willing to become one. Due to the nature of mentorship and one-on-one discipleship with female minors, this position is reserved for female candidates only.

Job Title: Chapter Director

Department: Chapter Operations

Reports to: Executive Director

Location: Plano, TX

Employment Classification: Salaried/Exempt

Employment Type: Full Time, At-Will

The D.O.L.L.S. ministry is seeking a Chapter Director who will provide leadership for initiatives related to sustaining our active D.O.L.L.S. chapters. The Chapter Director is responsible for providing spiritual leadership, direction, training, resources, and support to officers and campus advisors of our active D.O.L.L.S. chapters to achieve the mission of D.O.L.L.S. She will have the primary responsibility of running the day-to-day operations of the campus ministries within her designated region of influence. This position requires excellent attention to detail, initiative, a strong work ethic, a youthful spirit, and excellent problem solving and communication skills. The Chapter Director must be a visionary and a self-starter with a primary spiritual gifting in both discipleship and leadership. The Chapter Director will work closely with the Executive Director to ensure the operations of each active chapter meet the standards set forth in the Vision & Values statement of the ministry. She must be extremely organized and will have a passionate belief in the mission and ministry of D.O.L.L.S.

POSITION RESPONSIBILITIES

- Managing the day-to-day operations of our active D.O.L.L.S. chapters; ensuring that the ministry of each active chapter is conducted according to biblical standards and adheres to D.O.L.L.S. corporate policies and procedures.
- Training and equipping officers and campus advisors to lead in their ministry roles.
- Building and maintaining relationships and regular communication with active chapters, their officers, and campus advisors throughout the year and traveling to chapter meetings regularly.
- Creating and implementing coaching strategies that protect and foster the leadership and personal development of our individual officers.
- Facilitating the flow of information between the chapters and between the chapters and corporate.
- Analyzing performance issues and holding leaders accountable as needed.
- Responding to conflict that arises effecting chapter health.
- Recruiting, training, equipping, allocating tasks, and providing accountability and encouragement to DOLLS Support Teams who assist with the duties of chapter operations (i.e., Ambassadors, Legacy Counselors, EventCrews, SpecialtyTeams, etc.).
- Planning and coordinating high-quality delivery on major events and special initiatives.
- Initiating, developing, and cultivating working relationships with local churches, allied organizations/ministries, charitable foundations, and other potential collaborators on behalf of the ministry.
- Assisting with donor relations and fundraising initiatives within the region.
- Creating content and curriculum for a variety of resources including training classes, devotionals, social media, and web content.
- Promoting chapter expansion efforts by identifying and recruiting student leaders to launch chapters on new campuses.
- Developing and administering budget and expenditures for the Chapters and Expansion ministries.
- Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

ESSENTIAL SKILLS & EXPERIENCE

- Bachelor's degree or higher preferred.
- 2+ years of supervisory experience.
- Prior experience working with teenagers. Must be able to pass a thorough background investigation.
- Ability to provide own transportation. Individuals must maintain a valid driver's license, vehicle insurance, and the ability to travel through all necessary means of transportation.
- Speaking and hearing ability sufficient to communicate effectively by phone or in person at normal volumes.
- Vision adequate to read correspondence, computer screen, forms, etc.
- Strong proficiency with the Microsoft Office suite of products (Outlook, Word, and Excel).
- Experience and proficiency in using collaborative software's (specifically Zoom, Asana, Dropbox, or similar programs).

MARKERS OF AN IDEAL CANDIDATE

- Must have the spiritual maturity and biblical acumen to maintain the spiritual integrity of the chapters.
- Astute knowledge of Protestant Christian doctrine, principles, and the Christian world view.
- Ability to organize people, resources, and tasks to accomplish goals.
- Ability to communicate thoughts, ideas, and feelings effectively both verbally and in writing.
- Proficient and charismatic public speaking abilities that engage and motivate an audience.
- Highly organized self-starter with the ability to manage and balance multiple priorities.
- Experience managing different size projects while adhering to critical deadlines.
- Trustworthy with confidential ministry information.

ENVIRONMENT

- This role will include a non-traditional schedule. The nature of the role will require work beyond a standard 40-hour work week at times, including nights and weekends.
- This position is based out of our Central Office in Plano, TX and the employee will be expected to be at this office location on a daily basis when not traveling.
- This role requires local travel by vehicle up to 25% of the time for chapter visitations and to meet with constituents.

HOW TO APPLY

If you are interested in the position, resumes can be sent to GaleCarter@dollsheadquarters.com. Please include a cover letter addressing your suitability for the role and your resume. Resume review will begin immediately. Position will remain open until filled.

For more information about the ministry, please visit...

www.dollsheadquarters.com