Fellowship Southwest is seeking applicants and nominations for its next coordinator. FSW is a collaborative ecumenical network organized around shared compassion for people in the U.S. Southwest and Northern Mexico. The coordinator facilitates endeavors that meet human need, provide spiritual comfort, and strengthen congregations and other faith-based partners. The new coordinator will succeed FSW’s founding coordinator and will overlap as coordinator and coordinator-elect for up to one year. The time of overlap will provide opportunity for a seamless transition into the diverse body of ministry and broad constituency that FSW includes.

The coordinator will be a ministry leader who excels in creating cooperation among diverse groups, committed to social justice and advocacy, and have strong administrative, organizational, communication, and development skills. Knowledge of the Southwest and CBF’s involvement in the region is essential, as is a demonstrated ability to create and sustain ecumenical partnerships. The coordinator must be like FSW: faithful, agile, ecumenical, and kind.

Contact Search@FellowshipSouthwest.org for more information. Interested applicants should email a cover letter and resume. Nominations should include pertinent information along with contact information for the nominee. Deadline for applicants and nominations is November 30, 2020.
Title: Field Coordinator
Employment Status: Exempt

Responsibility:
Advance Fellowship Southwest by fulfilling its mission, vision and values.

Reports To:
Fellowship Southwest Board of Directors

Relates To:
Fellowship Southwest Board of Directors; FSW staff; FSW constituencies, including individuals, congregations and partner organizations; the Cooperative Baptist Fellowship, including CBF staff and its state and regional organizations, particularly CBF Oklahoma, CBF Texas and CBF West; ecumenical and interfaith partners across the American Southwest and northern Mexico

Supervises:
Fellowship Southwest staff

Duties:
1. Develop, implement and maintain a unified FSW operation—strategy, programs and message—throughout the American Southwest and northern Mexico, based upon the Christian gospel and FSW's mission, vision and values.

2. Serve as the primary contact for all FSW matters.

3. Identify, recruit and maintain relationships with FSW constituencies, including individuals, congregations and organizations.

4. Recruit, engage and manage FSW contractors and collaborative partnerships.

5. Plan, implement and manage an FSW communications strategy relevant to its mission, as well as the empowerment of partners and other collaborators.

6. Develop, promote, implement and maintain a financial strategy—including support from individuals, congregations, organizations and foundations—sufficient to sustain FSW's vitality.

7. Work closely with strategic partners—including the coordinators of CBF Oklahoma, CBF Texas and CBF West and leaders of other denominational organizations—for collaboration in ministry, advocacy and missions.

9. Attend all meetings of the FSW Board of Directors, as well as meetings appropriate to maintain relationships with the Cooperative Baptist Fellowship and other partners.

10. Coordinate and supervise FSW administrative affairs, which includes:
    a. Day-to-day supervision of all FSW employees.
    b. Preparation of an annual budget for submission to the FSW Board of Directors. Monitoring budget expenditures and adjusting expenses to maintain a balanced budget. Working with the FSW bookkeeper to maintain up-to-date, transparent and ethical records. Obtaining an annual audit.
    c. Plan meetings of the FSW Board of Directors.
    d. Plan FSW ministry, advocacy, missions and partnership meetings and related projects and events.
    e. Oversee relationships with FSW Faith Collaboratives.
    f. Maintain ongoing communication with FSW constituencies, including publication of the FSW newsletter.
    g. Manage database functions to maintain current records for contributors, subscribers, webinar participants and other relationships.
    h. Maintain communication and effective working relationships with appropriate CBF staff, CBF state and regional coordinators in the Southwest, ecumenical and interfaith partners, and leaders of other collaborative organizations.

11. Serve on the CBF Leadership Team as long as the CBF Executive Coordinator and the FSW Board of Directors mutually agree the relationship is advisable.

12. Participate on the CBF Movement Leadership Team, representing state and regional interests. Maintain a good working relationship with these and other CBF partners.

13. Other duties as assigned by majority vote of the FSW Board of Directors.

Requirements:

Education
Master's degree or equivalent in a field that provides applicable training and expertise is preferred.

Experience
Demonstrated commitment to the work of Fellowship Southwest, the Cooperative Baptist Fellowship and their missions and principles. A minimum of seven years of ministry and/or organizational leadership experience, including speaking and communicating in churches and in managing the work of others. Familiar with the aims and objectives of FSW and the heritage, polity and practices of CBF. Experience in financial development and in managing budgets preferred.

Skills
Proven administrative skills, including ability to supervise, monitor, evaluate and provide feedback to staff. Strong development and communication skills. Demonstrated interpersonal, writing and speaking skills. Ability to manage an extensive travel schedule. Exemplary Christian character and integrity, with a personal style
consistent with the work of a servant leader. Commitment to the mission of Fellowship Southwest and CBF. Good organizational skills, including the ability to manage multiple tasks and projects. Commitment to protect confidential information. Experience in working with volunteers. Basic ability to use computer software, such as Word and Outlook.

Commitment
Fellowship Southwest is a collaborative network for churches that want to organize around shared compassion for people in the American Southwest and northern Mexico. FSW is agile, ecumenical and willing to do whatever it takes to serve those in need. Its network includes all kinds of churches, and it is committed to maintaining congregational diversity and corporate unity. The goal of the coordinator should be to further this FSW commitment.