Director of Engagement

Overview

The Director of Engagement serves as a key ministry leader responsible for cultivating meaningful connection between the church and its congregation, community, and guests. Living into St. Michael's vision to Transform Hearts through Jesus Christ, this role bridges pastoral care, stewardship and strategic programming, ensuring every person who walks through the doors – or engages online – feels seen, known, and invited into deeper relationship with the church body and with Christ.

The Director of Engagement leads with both relational warmth and organizational excellence, championing a culture of belonging across all ministry touchpoints, including the supervision of the annual stewardship campaign, planned giving and capital initiatives.

This is a mission-critical role for a church that believes connection is not incidental to discipleship – it is essential to it.

Key Responsibilities and Duties

- Grow the church membership; assimilate visitors and new members into the life of the church; mobilize the congregation to utilize their resources and talents to further the mission and life of the church.
    - Ensure visitors are welcomed and have opportunities to learn more about engagement within the church. Ensure visitors receive a follow-up phone call and/or visit.
    - Work to engage new members in church programming, ministries and volunteering opportunities to serve.
    - Coordinate ministries for new members and those interested in learning more about the church and a relationship with God, beginning with The Alpha Course, and the I Like Mike member class.
    - Encourage and connect the congregation to ministries within the church that best align with their spiritual gifts, making sure that all members are engaged in small groups and serving opportunities.
    - Serve as staff liaison to the Evangelism and Discipleship Task Force (EDTF)
    - Serve as the staff lead for the Alpha Ministry. Build a sustainable Alpha Ministry using the St. Michael's Alpha plan. Recruit volunteers for the Alpha Ministry Team and support them in staffing and training. Manage the Alpha budget.
    - Be the champion of the church's congregational relationship management system (Realm) to ensure visitor and member contact information and participation information is gathered timely and accurately. Teach and coach administrative staff on best practices for capturing and utilizing data to best utilize the capabilities of Realm.

- Serve as staff liaison to the Stewardship Task Force. Provide the committee with tithing and contribution data, assist with running a robust annual stewardship campaign, planned giving and capital initiatives.
    - Ensure donors receive gift acknowledgements and personalized follow up for their contributions.
    - Share information with the congregation and individual parishioners about the process of leaving legacy gifts in their will through the 1751 Legacy Society.
- Perform other duties as assigned

Hours and Reporting

This is a full-time position. Compensation is commensurate with experience. Hours will often include evenings and weekends. Daily work location is St. Michael's Church at 71 Broad Street, Charleston, SC. This position reports to the Director of Parish Operations and collaborates closely in ministry with the Assistant to the Rector, Communications Coordinator & Administrative Assistant.

Attributes and Skills

- Personal commitment to Jesus Christ and pursuit of spiritual growth in the Christian faith, aligning with St. Michael's Statement of Faith
- Firm commitment to St Michael's Church and the vision of Transforming Hearts through Jesus Christ
- Bachelor's Degree in Ministry, or equivalent ministry experience
- Minimum 3-5 years of experience in a church, faith-based nonprofit, or people focused leadership role
- People centric with a desire to connect them to Christ and the Church
- An understanding of Biblical Stewardship and Development
- Demonstrated experience recruiting and leading volunteers; and building ministry teams
- Excellent verbal and written communicator
- Proficient in church database technology (Realm), Google email/calendar platforms and other computer programs that will enhance the ministry
- Ability to work with minimal day-to-day oversight; Excellent planning and execution skills with the ability to assess needs, set goals and execute plans with clarity and follow through
- Reputation for integrity and honesty; Positive attitude and friendly demeanor; naturally warm, approachable, and skilled at building trust with diverse individuals and groups
- Commitment to excellence in all tasks, Professional behavior in all circumstances; approaches all interactions with grace, discretion, and a genuine shepherd's heart