



# JOB DESCRIPTION

## **Publishing Catalyst**

**Reports to:** Chief Strategy Officer

**Status:** Exempt; Support-raised role

**Contact:** sue.patt@frontierventures.org

**Date Created/Revised:** 03/21/24

### **Position Summary:**

The Publishing Catalyst helps Frontier Ventures develop its voice from FV initiatives beyond FV and within the Frontier Missions movement. To that end the catalyst will foster rhythms of discernment, formation and innovation to influence the Body of Christ, Alongsiders, and Insiders through the collective initiatives and networks of FV. It is both directly and indirectly voicing and harvesting keen thinking across the Body of Christ, with Alongsiders, and with Insiders at the edges of socio-religious peoples (i.e. UPGs/FPGs) to both bring the gospel message as well as kingdom wholeness.

### **Essential Roles and Responsibilities:**

- Direct Frontier Ventures Publishing initiatives
- Help Frontier Ventures initiatives shape and unify our influence within the Frontier Mission movement through our message distribution mechanisms (Publications).
- Seek out and cultivate opportunities with other Catalysts and Hub leaders as they come alongside the global Body of Christ, Alongsider and Insider leaders helping them interact with thoughts and ideas in the Frontier Mission Movement.
- Serve FV Hubs as a collecting place and distribution vehicle for key thoughts, stories and ideas surrounding movements to Jesus at the edges of Least-reached socio-religious peoples.
- Collaborate with WCIU faculty/staff and programs as wisely indicated.
- Hire and train new staff.
- Develop team and team members; build healthy team culture.
- Create, manage, and work within budget while ensuring department is working within budget.
- Manage team workflow, schedules, and performance.
- Completes compliance training as scheduled by Human Resources.
- Attend weekly organization wide staff meeting and any team related meetings as determined necessary by supervisor.
- Attend in-person hub events and staff retreats.
- Perform related and other duties as assigned.
- Participate in organizational development in coordination with the Growth Team and in keeping with departmental goals.
- Agreement with membership in FV as outlined in FV's Core Identity Document.
- Provide support and resourcing to direct reports for their commitments to organizational development and membership as outlined in the Core Identity Document.
- Adhere to the Policies and Procedures of the Organization

### **Knowledge, Skills and Abilities:**

- Creative and abstract thinker



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- Works well with others
- Flexible and adaptable temperament
- Cross-cultural skills and experience
- Self-starter and intrinsically motivated
- Strong verbal and written communication and listening skills.
- Strong cross-cultural team skills
- Good grasp of the basic tenets of world religions.
- Proficiency on computers and MS Office suite
- Participate in additional work training as deemed appropriate.
- Communicate consistently with leaders and with project team members as needed, remotely and in person.
- Ability to prioritize tasks and manage deadlines.
- Ethical conduct
- Ability to supervise other employees.
- Dependable, team builder with the ability to be flexible.
- Strong life continuity in curiosity, ongoing learning, formation and innovative process.
- Open to wide ranging, Jesus-following spiritual heritages and expressions of spirituality.
- Open to challenging traditional and comfortable spiritual heritages and expressions.
- Ability and willingness to express strong opinions safely and constructively.

## **Qualifications:**

- Previous leadership experience
- Five or more years' experience in Publishing
- Three years or more of cross-cultural experience preferred.
- Demonstrated ability to serve, participate and contribute positively to a team.
- Undergraduate degree required, additional appropriate education desirable.
- Ability to travel domestically and internationally as deemed appropriate.
- Received official acceptance as a member of the FMF religious order.
- Must be able to participate in fundraising for organizational development.
- Strong motivation to move the organizational mission forward.
- Strong alignment with the stated values of the organization.
- Available for organizational development and event travel as needed, such as for staff retreats and hub events.
- Preference towards workers with previous ministry experience.

## **Minimum Physical Requirements:**

- This job's duties often require the worker to sit for extended periods of time.
- Must be able to lift and carry small loads of supplies (no larger than 50 pounds).
- The duties of this job occasionally require the worker to travel by car, train, bus, plane, etc with or without accommodation.
- Must have the ability to type written communication, speak and hear with clarity to facilitate good communication in virtual meetings.



# JOB DESCRIPTION

By signing below, I acknowledge that I have read and received a copy of this job description. I further acknowledge that my job duties can change from time to time based upon organization needs.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date