



## **POSITION DESCRIPTION**

Position Title: Director of Advocating for Women in Ministry  
Position Information/Duration: Full-Time  
Location and Position Type: Remote with Central or Eastern time zone preferred  
Reports to: Executive Director

### **About BWIM**

Baptist Women in Ministry's (BWIM) vision is for women to thrive as they minister and lead within Baptist communities. In working to achieve that vision, BWIM supports women who pursue ministry and leadership with sustaining resources and community, and advocates for the full affirmation of women in ministry in Baptist life.

Within the past year, BWIM engaged a strategic planning process to adopt a new vision, mission statement, values, theory of change, and strategic goals. The Director of Advocating for Women in Ministry position was created as a new role in aligning BWIM's staffing with our theory of change and strategic objectives. BWIM's advocacy for women in ministry includes encouraging and equipping Baptist congregations to affirm, value, and elevate women in leadership, and growing a movement to embed gender equity in Baptist life and communities.

BWIM's primary office is in Waco, Texas. However, full-time employees are not required to live and work in Waco. Regular travel is an expected aspect of the job, including occasional trips to work in-person with the other full-time staff. The BWIM team includes 3 other full-time staff and 4 part-time staff members.

### **Position Overview**

The Director of Advocating for Women in Ministry is a new full-time, remote role on the Baptist Women in Ministry (BWIM) team and will be responsible for coordinating BWIM's current advocacy initiatives and developing new opportunities to advocate for the full affirmation of women in ministry in Baptist life. BWIM's advocacy efforts include encouraging and equipping Baptist congregations to affirm, value, and elevate women in ministry and leadership, and growing a movement to embed gender equity in Baptist life and communities. The Director of Advocacy must be committed to equity for women in ministry and leadership within Baptist communities, a self-starter who is comfortable managing multiple projects, and a team player who takes advantage of collaboration among the multi-talented BWIM team. This role will report to and work closely with the Executive Director on all projects.

### **Desired Qualifications**

- Master's degree from an accredited seminary or theological school
- 7+ years of experience in positions connected to Baptist ministry and leadership

- Demonstrated commitment to equity for women in ministry and leadership within Baptist communities
- Familiarity with the landscape for Baptist ministers and leaders, and intersectional approaches to theologies, ideologies, and practices which are liberating for women
- Capacity for navigating complex issues within congregations and religious communities, supporting and equipping people to navigate complex issues and systems, and organizing people, programs, and initiatives to affect change
- Outstanding written and verbal skills, including the ability to communicate easily, respectfully, and sensitively with people of every race, ethnicity, age, generation, gender, sexuality, ability, and socio-economic background
- High relational and emotional intelligence
- Innovative and creative self-starter who is a strategic thinker, experienced project manager, and has the ability to see the big picture while also managing the details
- Team player who collaborates well with multi-talented colleagues

### **Position Responsibilities**

#### BWIM Month of Advocacy

- Develop resources and opportunities for participation in BWIM Month of Advocacy
- Promote and track congregational and individual participation
- Assess initiative for growth opportunities and expanding impact

#### Resources

- Update, write, or curate BWIM's resources for policies as related to women in ministry including personnel policies, financial compensation, clergy sexual misconduct, congregational practices, etc.
- Update, write, or curate BWIM's educational and curriculum resources to educate individuals and congregations on the why, what, and how of affirming women in ministry

#### Ministry Search Support

- Provide support to women who are searching for ministry positions in congregational and non-congregational settings
- Connect with churches and organizations within Baptist communities who are seeking candidates for ministerial and leadership positions
- Coordinate education for committees and hiring entities to equitably include women as candidates

#### Cultivate New Advocacy Initiatives

- Coordinate new programming to equip congregations and male allies of women in ministry
- Seek advocacy opportunities of various forms within Baptist denominational groups, organizations, schools, etc.

### BWIM Awards

- Manage nominations, selection process, and awarding of BWIM Church of Excellence and Frankie Huff Granger Distinguished Mentor awards
- Create opportunities to use awards for advocacy education and encouragement

### Collaborate with BWIM staff

- Work with BWIM's Project Manager to recruit female writers for Baptist News Global
- Support the planning and execution of events and other programs
- Provide assistance for communication, development, and marketing efforts as appropriate

### Support the Growing Mission of BWIM

- Speak, preach, and write on behalf of BWIM
- Travel to gatherings, conferences, and denominational meetings on behalf of BWIM
- Cultivate relationships with female ministers and Baptist churches, organizations, and schools

### **Compensation and Benefits**

- Annual salary range based on experience: \$67,000-\$72,000
- 100% of employee premium for organization's group health insurance, with the option to add family members at the employee's cost
- Employer contributions to a retirement plan through Ministers and Missionaries Benefits Board (MMBB)
- Paid life insurance and disability
- Paid time off for vacation, sick leave, and holidays