

OUTREACH EVENT DIRECTOR

Why We Exist To bring the message of Jesus to the pulse of a generation by all means possible.

POSITION DESCRIPTION

The Outreach Event Director ensures successful execution of events to fulfill Pulse's mission to Make Jesus Known. This role is responsible for providing strong leadership and strategic direction for the Pulse campaign planning process. This includes carrying the Pulse evangelistic vision for seasons of outreach to key churches and business connections, writing event plans, providing project management oversight, collaboration with key Pulse department leaders, and strong attention to detail resulting in the excellent execution of events.

The Outreach Event Director will ensure the vision of the President is carried forward, while working alongside the Executive Director, Evangelistic Campaigns to drive forward relationships and plans to advance Pulse's evangelistic campaigns. This position should be filled by someone with a passion for evangelism, experience and relationships within the local church, and an understanding of planning and executing outreach events in and through and for the local Church.

CORE COMPETENCIES

- Understanding of the pillars of outreach seasons -- Prayer, Local Leadership, Training, Outreach, Discipleship.
- Experience in uniting and mobilizing the local Church in communities.
- Excellent relationship and communication skills—able to effectively carry the President's vision to the team, and through the team to varying stakeholders (pastors, leaders, students, donors, contractors, staff) using a variety of formats and media.
- Ability to cast vision to inspire and motivate the church and business worlds, and gifted in relating across denominational, political, and racial lines toward unity and ownership.
- Ability to build out teams and work collaboratively to make sure details of organization, planning, and execution are achieved.
- Experienced servant leader - giving direction and holding varying teams accountable while carrying the heartbeat forward so the team is cared for while staying on mission.
- Strong leadership in project management skills.
- Experience working with teams for budget development, budget management, and strategic planning.
- Proficient with office systems, project management platforms, and ability to learn new systems if needed.
- Servant heart and attitude, serving as a team player, and ready to help wherever needed.
- Minimum of five years of event direction experience.

PRIMARY RESPONSIBILITIES

Department

- Support and maintain consistency in the event planning process across the organization.
- Be an active leader in regular department strategic planning meetings for upcoming events.

Pulse Events

- Support the Executive Director, Evangelistic Campaigns in event strategies for future evangelistic campaigns including small gatherings, arena, stadium, university and open air citywide events.
- Ability to provide and assume full responsibility for a season of outreach in cities or on campuses where Pulse is invited.
- Work with the Church and Community Relations team toward strong invitations, helping discern where God is opening doors.
- Build and efficiently lead campaign team leaders.
- Ability to cast vision to city and campus leaders that leads to buy-in, invitation and engagement to partner.
- Demonstrate strong communication skills to ensure the evangelistic purpose of events is clear to internal and external audiences.
- Demonstrate strong leadership and communication skills that strengthen the campaign team and drives healthy work rhythms and effective event planning.
- Communicate clear expectations and understanding of event plans, deliverables, and timeline.
- Consistently hit goals, maintain timelines, and create a weekly status report for the supervisor.
- Work collaboratively with assigned Event Operations staff to ensure the event logistics are on track and the event deliverables are on-brand, on time and meeting event goals.
- Knowledge of marketing/PR strategies that will lead to achieving event goals.
- Collaboration with the Pulse Donor Ministries department to create fundraising opportunities where applicable.
- Willingness to direct a variety of Pulse events planned in departments across the organization as assigned.

ORGANIZATIONAL RESPONSIBILITIES

- A follower of Jesus, in agreement with the Pulse Statement of Faith, mission, and values.



- Be a model of Christian integrity, diligence in work, and persistence in pursuing and exceeding objectives.
- A passion for the cause for evangelism.
- Develop strong relationships and work in cooperation with other Pulse team members.
- Professional demeanor and approach and behavior consistent with the standards contained in Pulse manuals (i.e., Employee Manual, Financial Management Policy, etc.)
- Follow all policies and procedures outlined in the Pulse Employee Manual.

OTHER RESPONSIBILITIES

- Engage in personal and team development opportunities presented by Pulse Leadership.
- Assist and perform any and all other duties as assigned.
- Travel 20-25%

Job Details

Job Status: Regular, Full Time, Exempt
Reports to: Senior Director, Evangelistic Campaigns

Department: Evangelistic Campaigns
Updated: February, 2024