



## Job Description

**Job Title:** Regional Program Director  
**Department:** International  
**Reports To:** VP of International Programs

**FLSA Status:** Salaried, Exempt  
**Prepared By:** AGCI  
**Prepared Date:** April 20, 2016  
**Approved By:**  
**Approved Date:**

*Position requires the successful completion of an extensive criminal background check.*

### SUMMARY

The Regional Program Director is responsible for assisting the VP of International Programs in oversight, execution and management of the mission and vision of AGCI's global orphan intervention programs. This individual is responsible for ensuring AGCI initiatives overseas are in alignment with the organization's mission, vision and core values; includes interaction and management of international contractors, government agencies, staff, officials, religious organizations and other public and private groups on behalf of AGCI, under the direction of the Vice President of International Programs.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with accreditation process of new country programs and helps to implement changes to existing programs. This may require extensive travel and long stays in various foreign countries.
- Works with international staff to complete and submit accreditation or re-licensing documents for international programs under the direction of the VP of International Programs.
- Assists in ensuring best practice and implementation of orphan intervention programs as outlined and delegated by VP of International Programs.
- Manages process and procedures for designated country programs to mainstream communication and efficiency for International Department.

- Cultivates and interacts with outside consultants, service providers, agencies and organizations to enhance the delivery of services to children and families within foreign countries.
- Works with VP of International Programs to organize all communications, calendars, and files for International Department including all legal, HR files, certificates, and sensitive documents pertaining to international licensure in collaboration with the Vice President of Adoption Services.
- Works cooperatively with designated international staff to identify and develop meaningful orphan intervention programs in countries of service within the mission and vision of AGCI. This includes reviewing project or program proposals with VP of International Programs to ensure alignment with AGCI mission, vision, values and budget.
- Works in collaboration with the VP of International Programs to connect donors, sponsors, AGCI staff and orphan advocates with identified orphan care initiatives abroad.
- Ensures appropriate and on-going support and communication to donors through thank you notes, newsletters, phone calls and continuous stewardship.
- Leads mission or vision trips abroad, as determined by AGCI development department, in order expose sponsors and donors to AGCI orphan intervention programs around the world.
- Assists in the day to day operations and record-keeping of international missions programs and staff; confers with foreign staff and program contractors daily via email, phone or face to face visits as needed.
- Creates comprehensive budgets, process and procedures, employment contracts and metric systems for orphan intervention programs and initiatives under the guidance of the VP of International Programs.
- Devises fundraising and donor-cultivation strategies to provide self-sustaining, revenue-generating opportunities for the entire organization; includes written, phone, email and/or in-person solicitation and use of persuasive skills to transform mission attendees to "donors" or "sponsors."
- Meets weekly by phone or in person with the Vice President of International Programs to discuss updates on activities, needs and progress toward program goals.
- Contributes, as needed, to the development of all marketing and ministry material.
- Utilizes fundraising software; logs all telephone calls, enters new information, performs queries and creates reports and summaries, as needed.

- Promotes AGCI initiatives in churches around the country.
- May be needed to represent AGCI in international, national and state-wide orphan care and adoption communities within the US and countries of service
- May travel regularly both domestically and internationally (up to 30%) based on program or project needs; works directly with travel agencies and internal resources to ensure trips are properly booked with mindfulness toward cost-savings for the organization.
- Displays excellent communication skills including writing, presentation, and listening abilities; displays excellent ability to remain calm and courteous under pressure.
- Respectfully takes direction from the Vice President of International Programs.
- Maintains punctual, regular and predictable attendance; has the ability to work evenings and weekends, as required.
- Attends and participates in staff meetings and trainings as required.
- Works collaboratively in a team environment with a spirit of cooperation and remains open to all levels of work and support for the organization.
- Other duties, as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Directly manages subordinate supervisors, select foreign staff and independent contractors, along with indirect management of international contract staff on behalf of the organization. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree from four-year college or university; plus five or more years related experience in international humanitarian work; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business correspondence, reports and inquiries. Ability to write error-free business correspondence, reports and presentation materials. Ability to effectively present information and respond to questions from employees, supervisors, donors/sponsors, clients, vendors, organization partners, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Calculates currency conversion, discounts and interest, when needed.

### **COMPUTER SKILLS**

Job requires advanced basic computer skills including logging on to systems, word processing, spreadsheet, report writing, project management, presentation creation/editing, database, use of internet and communication by e-mail. Requires knowledge of and use of Giftworks fundraising database/software program.

### **REASONING ABILITY**

Ability to work with and protect extremely confidential files and information and have the appropriate discernment regarding handling issues of varying complexity and sensitivity. Ability to define problems, collect data, establish facts and draw valid conclusions and can deal with a variety of abstract and concrete variables. Has the discretion to weigh the levity of an issue and pass along to the appropriate party/leader within the organization, as needed.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid driver's license and ability to supply appropriate documentation/identification to travel authorities when traveling domestically and internationally.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk or hike, use stairways to climb to multiple floors within office buildings, use hands and fingers to keyboard or dial, reach with hands and arms, and see, smell, talk or hear. The employee must have the ability to lift and/or move up to 100 pounds frequently, especially while traveling. Specific vision abilities required by this job include close and distance vision, ability to distinguish colors, peripheral vision, depth and perception and ability to adjust focus, especially with frequent computer use. Strong physical fitness will be required to be successful in this job.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment while traveling domestically or internationally could contain a number of environmental factors, including, but not limited to: outdoor weather conditions (extreme hot/cold), work in countries with high incidence of illness/disease or poor living conditions of its inhabitants, political unrest/danger and physical obstacles and/or hazards. The noise level in the office work environment is usually moderate; noise levels in travel to various countries could range from quiet to extremely loud, depending on the varying conditions.

**Employer Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Revision Date:** \_\_\_\_\_