

JOB DESCRIPTION

Job Title: Director, Outreach

Position reports to: Executive Director, Care

Level: Full Time / Part Time

Date Prepared: 09/2026

Purpose of the Job:

The Director of Outreach serves as a catalyst for community impact by building strategic relationships and leading outreach initiatives that connect Citygate Church to the needs of the local community. This role provides vision, leadership, and execution for all outreach efforts, including partnerships with schools, city organizations, and community groups. The Director of Outreach mobilizes teams, develops leaders, and creates opportunities for people to encounter Jesus through practical service and evangelism.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Outreach Leadership and Strategy

- Develop and implement a strategic outreach plan aligned with Citygate Church's vision
- Identify and build relationships with local schools, city departments, and community organizations
- Identify community needs and create scalable outreach opportunities
- Ensure outreach efforts are effective, measurable, and aligned with church-wide initiatives

Ministry Execution and Oversight

- Oversee all outreach initiatives including:
 - Neighborhood evangelism
 - Food pantry and resource distribution
 - Community outreach events
- Lead planning, coordination, and execution of outreach events and initiatives
- Serve as the primary point of contact for outreach-related communication and coordination
- Ensure all outreach environments are organized, effective, and mission-driven

Leadership Development and Team Building

- Recruit, develop, and lead Outreach Crew members and volunteer leaders
- Create clear roles, systems, and structures for outreach teams
- Provide ongoing training, coaching, and support for team members
- Foster a culture of ownership, excellence, and servant leadership

Communication and Collaboration

- Maintain consistent communication with leadership regarding:
 - Ministry wins
 - Needs and opportunities
 - Outreach metrics and impact
- Partner with other ministries to integrate outreach into the broader church mission
- Respond to communication (email, phone, etc.) in a timely and professional manner

Sunday Responsibilities

- Support outreach teams and initiatives as needed

- Connect with individuals and families to stay aware of evolving community needs
- Serve as a Culture Carrier, modeling Citygate values and engagement

Monthly and Ongoing Responsibilities

- Plan and execute outreach initiatives and events
- Maintain forward planning for upcoming outreach opportunities and partnerships
- Track and report outreach metrics, engagement, and impact
- Celebrate and recognize team members and leaders

Special Events and Projects

- Provide leadership and direction for major outreach events and campaigns
- Manage projects from concept to execution, ensuring alignment with vision and excellence in delivery

WHAT SUCCESS LOOKS LIKE

- Strong, active partnerships exist with schools, city leaders, and community organizations
- Outreach initiatives are consistently engaging and meeting real community needs
- Volunteers are recruited, developed, and actively serving
- Clear systems and structures support sustainable outreach growth
- The church is making a measurable impact in the local community
- People are being connected to Jesus through outreach efforts

EXPERIENCE AND KNOWLEDGE

- High School Diploma or equivalent (Bachelor's degree preferred)
- 2–3+ years of leadership experience in ministry, outreach, or community engagement
- Proven ability to build relationships and lead teams
- Strong communication and organizational skills
- Ability to manage multiple projects and priorities effectively
- Experience with event planning, community engagement, and volunteer coordination
- Familiarity with tools such as Microsoft Office, Google Workspace, Rock RMS, and Planning Center preferred

PHYSICAL AND WORK REQUIREMENTS

- Valid driver's license
- Ability to lift up to 20 lbs
- Flexibility to work evenings, weekends, and outreach events as needed

PERSONAL AND SPIRITUAL EXPECTATIONS

- Demonstrates a growing and authentic relationship with Jesus Christ
- Lives a life that reflects the values and beliefs of Citygate Church
- Passionate about serving people and reaching the community
- Aligns with Citygate Church's mission, vision, Honor Code, and staff culture

CITYGATE CORE VALUES IN OUR DAILY LIVES: 8 GATES

- **We Have an Attitude of Honor** — We ascribe value to God through worship in every part of our lives.
- **We Are Christ Centered** — The core of our MORE is unity in Jesus Christ and His greater Kingdom, lived out through the Citygate Honor Code.
- **We Love People** — We know, forgive, and serve our neighbors, laying down our lives to introduce them to eternal life.

- **We Pursue More** — We are mission maniacs and pioneers, not settlers, because More Requires More (Ephesians 3:20).
- **We Are Creative** — Our creative God fills us with awe and wonder and equips us to Take the Limits Off.
- **We Are Generous** — We're never more like God than when we're giving our time, talent, and treasure — contributing, not just consuming.
- **We Thrive** — We don't just survive; we thrive in the Holy Spirit, growing in spiritual maturity under a spiritual covering.
- **We Are Loyal to the Future** — We do things with the future in mind, investing in the next generation as our priority.

Employee Signature: _____ Date: _____

Printed Name: _____