



## POSITION DESCRIPTION

<b>Job Title:</b>	<b>Area Director</b>
<b>Reports To:</b>	<b>State Director or Multi-Area Director</b>
<b>Supervises:</b>	<b>Area Representative</b> <b>Administrative Assistant</b> <b>Campus Director</b> <b>Campus Representative</b> <b>Intern</b>
<b>Job Purpose:</b>	<b>The Area Director is responsible for providing spiritual leadership, direction, training, resources and support to FCA staff and volunteers to achieve the mission of FCA. This position is responsible for recruiting, hiring, training and equipping staff.</b>
<b>Position Profile</b>	
<p><b>The Area Director ensures the effectiveness of the ministry through the development of staff, Boards and volunteers. In addition, the Area Director is responsible for working with staff and volunteers to secure the financial resources to support the ministry. The Area Director models the FCA values of Integrity, Serving, Teamwork and Excellence in dealing with staff, volunteers, athletes and coaches.</b></p>	
<b>Job Description and Activities</b>	
<p><b><u>Expectations</u></b></p> <ul style="list-style-type: none"> <li>• <b>Be the Spiritual Leader</b> <ul style="list-style-type: none"> <li>○ Spend daily time in prayer and in the Word</li> <li>○ Maintain accountability through relationships</li> <li>○ Pursue integrity, serving, teamwork and excellence – privately and publicly</li> <li>○ Seek worship and weekly involvement in a local church</li> <li>○ Daily share Christ through word and life</li> <li>○ Seek the Lord’s will for the ministry of FCA</li> <li>○ Utilize reading and outside courses to increase leadership capacity</li> <li>○ Seek feedback from supervisor and other FCA staff to improve ministry effectiveness</li> </ul> </li> <li>• <b>Staff the Area</b> <ul style="list-style-type: none"> <li>○ Communicate ministry vision and plans for the area</li> <li>○ Develop quality staff throughout the area</li> <li>○ Ensure excellence in the hiring process and train staff <ul style="list-style-type: none"> <li>- Develop a plan to staff the area</li> <li>- Develop financial base to hire staff</li> <li>- Recruit, interview and select staff</li> <li>- Ensure new staff are properly trained</li> <li>- Provide ongoing training and development for staff in the area</li> </ul> </li> </ul> </li> <li>• <b>Implement the 4 C’s</b> <ul style="list-style-type: none"> <li>○ Ensure FCA in the area is equipped with the resources, programs and training necessary to conduct effective FCA ministry in the 4 C’s (Coaches, Campus, Camps and Community)</li> </ul> </li> </ul>	



## POSITION DESCRIPTION

- Set realistic Keys to Victory (KTV) goals and manage progress
- Evaluate effectiveness of the FCA ministry programs in the area
- Make recommendations to improve effectiveness
- Develop strategies in the area to grow the 4 C's primarily "to and through the coach"
- Ensure all ministry programs meet FCA standards of fulfilling the FCA Core Values
  
- **Fund the Ministry**
  - Be the primary fundraiser in the area
  - Implement Home Team plan (where applicable) focused on Automatic Monthly Partners (AMP) with training
  - Develop and execute major donor program
  - Ensure donor ministry events are done with excellence
  - Identify key couples for the President's Weekend and donors for regional donor experiences
  - Plan and organize development visits with the supervisor
  
- **Oversee Leadership Board Development**
  - Recruit, train and empower Area Leadership Board
  - Establish effective Leadership Boards throughout the area
  - Help identify and establish a Chairman for each Leadership Board in the area
  - Encourage Board structure: terms, objectives and plans for all Leadership Boards
  - Ensure Leadership Boards and the Chairman are trained and equipped
  
- **Create Synergy between the Area, Region and NSC**
  - Participate in regularly scheduled conference calls with supervisor, other Area Directors and staff
  - Cultivate an environment where field staff, regional leadership and NSC reflect "one mission, one message and one team"
  - See that all reports requested by Regional Office and/or NSC are delivered in a timely manner
  
- **Provide Training and Administration for the Area**
  - Train and equip field staff, volunteers and Board members to lead in their ministry roles
  - Ensure all new staff in the area have completed Tryout Training, Boot Camp, The Fundamentals, Training Camp and Coaches Ministry Training
  - Ensure all field staff comply with FCA policies, guidelines and procedures
  - Oversee the annual planning process for all staff in the area
  - Develop annual budget for the area
  - Train staff to develop, submit and implement an annual budget
  - Provide leadership to ensure all administrative duties of the Area office is handled with excellence and integrity
  - Monitor staff in the Red Zone and communicate with supervisor and NSC
  
- **Lead the Area in Pursuing International Opportunities**
  - Understand FCA's 5 International Strategies
  - Determine with the Regional International Coordinator how to best engage the area through the Pray/Give/Go focus
  - Approve all international trips involving staff and volunteers in your area
  
- **Grow Diversity of Staff and Volunteers in the Area**
  - Develop at least one significant relationship with a minority leader not on staff
  - Set goals to increase the Diversity Index in the area



## POSITION DESCRIPTION

- Promote Diversity on Leadership Boards

### **Qualifications:**

**Vision and Mission** – can develop and communicate a vision for the ministry staff, volunteers, donors and board members. Guides and motivates others to support the FCA vision and mission

**Values** – Represents the FCA Core Values of Integrity, Serving, Teamwork and Excellence

**Communication Skills** – Can effectively communicate thoughts, ideas and feelings verbally and in writing. Can speak publically in a manner that inspires and motivates others to take action. Expresses self clear, concise and understandable manner

**Leadership** – Builds an effective team and leads and empowers staff and volunteers to achieve the mission and goals of FCA

**Coaching and Developing Staff and Volunteers** – Holds staff accountable for performance and can analyze performance issues. Coaches and develops staff to impact performance

**Problem Solving and Decision Making** – Analyzes problems, generates alternatives, implements solutions and follows up

**Result Orientation** – Can organize people, resources and tasks to accomplish goals

- Must have the maturity to set the tone for the Area
- Must have proven track record of leading teams of staff and leadership boards – **Teamwork**
- Must have shown a servant leader’s style of leadership – **Serving**
- Must have been successful at program implementation (4C’s), project management, fund raising and administration – **Excellence**
- Must have demonstrated an authentic Christian lifestyle – **Integrity**
- Agreement with FCA’s Statement of Faith
- A clear understanding of the ministry of FCA (i.e. Vision, Mission, Values, Ministries, Ministry Distinctives and Fundamentals)

---

FCA employees shall be expected to model FCA’s Christian beliefs for the larger community, perform all of their duties as a service to God, and comply with the following obligations:

- **Beliefs:** Each FCA employee shall affirm his or her agreement with FCA’s Statement of Faith and shall not subscribe to or promote any religious beliefs inconsistent with these beliefs.
- **Christian Conduct Standards:** FCA employees shall at all times (both during working and non-working hours) endeavor to conduct themselves in a manner that affirms biblical standards of conduct in accordance with FCA’s Christian beliefs. Such conduct standards include FCA’s Youth Protection Policy and Sexual Purity Statement.
- **Distinctly Christian Activities:** FCA employees shall be ready, willing, and able to lead or contribute to distinctly Christian activities such as worship and prayer services.



**FELLOWSHIP OF  
CHRISTIAN  
ATHLETES**

## **POSITION DESCRIPTION**

This position is at-will employment, meaning that either the employee or FCA can discontinue employment at any time, with or without notice and with or without cause.

Also, FCA can modify this Position Description at any time. The Position Description does not create a contract (express or implied) or enforceable promise or representation.

**Qualified Candidates should contact:**

**(xxx) xxx-xxxx or email to: @fca.org**