



## **Regional Manager Job Description**

The First Priority of America Regional Manager holds the primary responsibility for advancing the ministry's presence and impact in their assigned region. This role involves strategic leadership in ministry, talent recruitment and development, donor recruitment, and advancement. Collaborating closely with the FPoA State or Regional Director, local district staff, and advisory boards, the Regional Manager will ensure implementation of the mission and vision of FPoA by overseeing, developing, coaching, and managing their assigned district staff, primarily the District Director.

The Regional Manager oversees the operations and performance of First Priority of America assigned District Directors and their staff within a specific geographical region. The RM is responsible for ensuring all locations within their area meet annual goals, comply with company policies, and achieve overall ministry objectives by managing local teams, implementing FPoA ministry strategies, and monitoring performance metrics across their region. The RM role often requires extensive travel to visit different locations within their region.

The Regional Manager exemplifies FPoA's values of Integrity, Serving, Teamwork, and Excellence in all interactions. This includes a steadfast commitment to Jesus Christ and adherence to biblical principles, ensuring that all aspects of FPoA operations align with its Christian beliefs and organizational policies.

### **MINISTERIAL DUTIES:**

- Embrace and uphold FPoA's Statement of Faith.
- Maintain a spiritual rhythm of daily prayer and Bible study to discern God's guidance for FPoA's ministry.
- Regularly participate in a local church community for worship and engagement.
- Conduct oneself in accordance with biblical standards and FPoA's Christian beliefs.

### **QUALIFICATIONS**

- Demonstrates knowledge and has prior experience in supervision, team management, supervision and project management.
- Has strong business, communication, and budgeting skills as well as time-management and decision-making skills.
- Possesses excellent leadership skills with the ability to motivate people and resolve conflicts while complying with all organizational and HR policies and procedures.

- Listens well and communicates effectively with people of all ages and genders. They must be skilled in collaborative planning, implementing ministry, be able to work well with others, be able to delegate responsibility and follow the job and task to completion.
- Sets goals and focuses on goal attainment as well as a manager of time and resources to achieve set objectives.
- Has high integrity that maintains and keeps the utmost confidentiality of all sensitive areas of ministry information including personal, financial records, procedures and contact databases.

## **DUTIES**

- Assists in the recruitment, hiring, training, performance and ministry operations of the District Director for their assigned district and region.
- Casts vision, raises funds and represents FPoA as called upon for their region and assigned districts.
- Coaches, mentors, instructs and consults their assigned District Directors and staff reporting their performance to FPoA serving as a resource and liaison.
- Launches new districts in order to reach market capacity in region

## **RESPONSIBILITIES**

- Ensures that the proven process is followed and promoted within the assigned districts using FPoA approved resources and materials along with following all FPoA processes, policies, guidelines and reporting requirements.
- Works directly with the FPoA EVP of Expansion in the recruitment, scheduling of meetings, and follow-up of potential donors to develop national and regional support as well as the implementation of fundraising tools to achieve financial goals and maintain strong donor relations.
- Evaluates progress toward goal attainment and will be responsible to terminate District Directors if the ministry goals, objectives, and financial goals for the District Director are not being met, or in the event that the potential District Director is not meeting satisfactory standards as required by FPoA. All of this will be in alignment with HR policies and procedures.
- Operates within a FPoA approved annual budget.
- Upon official employment with FPoA, the Regional Manager will be responsible for bringing in resources and relationships to the FPoA EVP of Development. The purpose of these resources and relationships will be to assist FPoA's national efforts and to fund the Regional Team.
- Commits to assisting FPoA as needed in the accomplishment of its mission.
- Casts vision and represents FPoA at civic organizations, ministerial associations, community events, speaking at churches, and other such opportunities.

## **NATIONAL EXPECTATIONS**

- Plans, promotes, and hosts the District Annual Meeting per Traction guidelines.

- Attends the FPoA national conference annually
- Attends all required FPoA staff meetings, board meetings, and any other meetings or events as requested.

## **REGIONAL EXPECTATIONS**

- Check in 2x a week with the District Director(s) for the first 60 days after on-boarding.
- Personally visit each assigned district monthly.
- Host a weekly Level 10 EOS video meeting with District Director(s) (1.5 hours weekly)
- Attend Level 10 EOS video meeting with direct supervisor. (1.5 hours weekly)
- Host quarterly meetings with all assigned district staff.
- Meet quarterly with the District Advisory Boards.
- Meet monthly with the state/region advisory board.

In the event that the Regional Manager's goals and objectives are not being met, FPoA has the right to terminate employment in line with HR policies and procedures.

I have read and fully agree to adhere to this job description to the best of my ability. I understand and agree to the terms and conditions of this agreement.

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Signature:

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Date: