



## FIRST PRIORITY DIRECTOR GENERAL JOB DESCRIPTION

The First Priority of America (FPoA) Director will be directly responsible for managing and leading the launch and development of a First Priority of America chapter.

The Director provides executive direction and leadership for the First Priority of America ministry. The duties and responsibilities include: vision casting, recruiting and developing an Advisory Team, business and project management, supervisory management, sales process and fundraising, ministry training, local church networking, public speaking and other duties assigned for the accomplishment of the mission. The ability to relate to each of our five network demographics (essential networks) is a must. Those include business leaders, church leaders including pastors and youth pastors, parents, teachers, and students.

The Director is the ministry point of contact and leader. The Director oversees the district and supervises the Area Coordinators within their district and reports directly to the First Priority of America Regional Manager and/or EVP of Expansion working cooperatively with and under the authority of First Priority of America (FPoA).

### QUALIFICATIONS

Passionate for their community/city, youth ministry, a genuine interest in the hopes and concerns of youth in their community, prior effective ministry leadership, and evidence of an active and growing personal discipleship. They must also have business management and preferably, sales experience.

Demonstrates a basic knowledge of youth ministry both inside the local church and on the public school campus and must have a love for people and a passion for reaching lost people with the Gospel of Jesus Christ.

Listens well and communicates effectively with people of all ages, be skilled in collaborative planning and implementing ministry, be able to work well with others, delegate responsibility, and follow-through on getting the job done.

A person of integrity that maintains and keeps the utmost confidentiality of all sensitive ministry information including financial records, procedures, and contact databases.

A well-balanced individual skilled at managing the details of the ministry and leading staff. The First Priority Director must be skilled at leading and directing people in ministry and business environments; both FPoA employed and volunteer positions.

## **DUTIES & RESPONSIBILITIES**

The First Priority Director;

- Is responsible for clearly articulating the mission, vision, and purpose of First Priority to a wide variety of audiences within their assigned district.
- Visits, speaks at, and cold calls local churches for networking and relationship building.
- Attends area pastor, youth pastor or church networking events, ministerial associations and other community and regional ministry events.
- Meets with the Advisory Team quarterly as requested by the FPoA EVP of Expansion or Regional Manager.
- Assists FPoA in recruiting additional staff members as needed and directed by FPoA.
- Builds a network of churches and volunteers in an initial launch area as determined by FPoA.
- Hosts monthly network meetings in their assigned area(s).
- Manages, serves and supports Area Coordinators to meet FPoA objectives in their assigned area(s).
- Ensures that all club leadership and volunteers are trained before school begins each year using only approved FPoA resources and training materials.
- Completes face-to-face visits monthly at FP Clubs and personally with club coaches, at least one FP club weekly for year one.
- Is responsible for the spiritual health & well-being of the staff of the ministry.
- Is responsible to uphold and adhere to all policies and by-laws of the ministry.
- Creates and follows annual FPoA approved ministry goals and budgets using FPoA approved systems and processes.
- Participates in a weekly Level 10 zoom call with direct supervisor and conducts an in-person weekly Level 10 call with staff.

- Maintains a ministry database that is the exclusive property of FPoA. The database contains the data required by FPoA and will be kept in an electronic format as required by FPoA.
- Is responsible for communicating consistently and effectively with everyone in the database under FPoA guidelines and using FPoA approved processes and platforms.
- Markets First Priority in the assigned chapter on social media and other outlets under the direction and support of FPoA.
- Submits all written and graphical promotional materials other than those provided by FPoA for review and approval before use.
- Completes all required reporting in a timely manner.
- Advises the EVP of Expansion and/or Regional Manager of any and all developments which may affect the ministry's well-being.
- Prepares, as required, meeting agendas, financial reports, bulletins, ministry reports, testimonies, daily correspondence and other materials and communications necessary to the operation of the Ministry and as directed by FPoA.
- Is the primary fundraiser for the local district working with the EVP of Development, EVP of Expansion and Regional Manager to achieve ever increasing revenue and ongoing budget needs.
- Ensures that all contributions for the ministry, both financial and in-kind, are submitted and reported directly to First Priority of America.
- Achieves set and agreed objectives and goals on time, including school clubs established, funds raised, church partnerships, and that the chapter is kept healthy and growing.
- Assists Area Coordinators in accomplishing their fundraising goals and objectives.
- Identifies schools to launch within the assigned district and completes diagnostics under the direction of FPoA.
- Ensures that all steps for launching an FP are completed and official documents are prepared, maintained and on file and that all FP Clubs are student initiated and entered into the app.
- Attends all FPoA chapter, regional, and national meetings as requested and required by FPoA.

- Chapter staff may not serve or volunteer on any FPoA teams or special groups until they have reached 24 months of full-time employment with FPoA.

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

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Signature:

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Date: