



Youth Investment Foundation / Timber Bay

Job Title:	Ministry Partner Development (MPD) Coach	Funding:	Personal Support Raising as Deputy Fundraiser. Training Provided.
Position Category:	Administration Support	Classification:	Nonexempt
Location:	Mobile	Travel Required:	Some Travel Required
Salary or Hourly Pay Range:	See Master Salary Planning Sheet.	Position Type:	Full-time or Part-time
Reports To:	MPD Director	Date Posted:	May 2020
Assigned Trainer / Coach:	Assigned as needed	Posting Expires:	

External Posting URL:	Various Web sites
Internal Posting URL:	www.timberbay.org

Applications Accepted By:	
FAX OR EMAIL: 763.478.0501 or lauratolifson@timberbay.org Subject Line: Interested in Position	MAIL: Laura Tolifson Youth Investment Foundation / Timber Bay PO Box 316 Medina, MN 55340

Job Description
<p>PURPOSE</p> <p>Timber Bay exists to effect new attitudes and behavior as needed in youth. Through a growing faith in Christ and/or by supportive staff relationships, we create a sense of purpose, belonging, and community with our youth. We emphasize self-worth, forgiveness, accountability, and freedom from shame, with a balanced perspective of authority and freedom.</p> <p>ROLE AND RESPONSIBILITIES</p> <p>The Ministry Partner Development (MPD) Coach is key to accomplishing our purpose. They help encourage staff to get spiritually healthy, vision-driven, and fully funded in their ministry with Timber Bay. They will assist the staff in their fundraising efforts by being an ambassador of Timber Bay's support development culture, structure, training, and coaching. Responsibilities focus in four areas:</p> <ul style="list-style-type: none"> • Developing and maintaining own MPD Fundraising, • Shepherding staff who are fundraising and assigned a coach, • Mentoring MPD skills to the staff assigned to coach, • Supervising MPD staff by providing accountability, evaluation, and ensuring policies are followed

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Specific responsibilities can include:

1. Representing the ministry of Timber Bay to their supporters, TB staff, and potential TB staff.
2. Reviewing and contributing to Timber Bay’s MPD process, strategies, and materials.
3. Growing in their coaching skills and abilities by attending available training sessions.
4. As a full-time coach, helping 10-15 current or new staff toward full support. A part-time coach can handle 2-4 staff.
5. Providing and promoting Support Raising Solutions (supportraisingsolutions.org) network of resources and other resources as needed for TB Staff.
6. Adhering to Timber Bay’s MPD Coach’s Guideline manual.
7. Maintaining weekly coaching appointments for the first 3-4 months scaling back to every other week until a staff person is fully funded.
8. Balancing and growing in shepherding, skill mentoring, and supervision of the MPD staff person.
9. Demonstrating the administrative skills in guiding MPD staff in utilizing MPD reporting forms.
10. Performing MPD progress reviews with each MPD staff and the MPD Director.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Because of the nature of our work with youth, we hire people with a high level of integrity and compassion for at-risk youth with a full understanding of the ministry philosophy of Timber Bay. As a MPD Coach, you come to Timber Bay with:

- Your personal life in order in areas like your relationship with Christ, family relations, social and psychological adjustments.
- A commitment to a local church’s body of believers.
- A passion to help hurting youth by coaching the staff who serve them.
- Three to five years of support development experience required.
- A completed application packet on file with a clear background check and thorough reference check.
- A signed Code of Conduct and Statement of Faith on file.

SKILLS, GIFTS AND TALENTS

We prefer the MPD Coach to operate their ministry out of the skills, gifts, and interests they already possess. Donor relationship, shepherding, mentoring, supervising, communication, listening, leadership, coaching and being part of work teams are important skills to possess and grow in.

ADDITIONAL NOTES

The MPD Coach will strive to:

- Maintain attitudes and behaviors that honor Jesus Christ in their public and private life. A “professional” approach to Timber Bay means relating to current and prospective donors, volunteers and fellow staff in love, with objectivity, with a moral ethic and confidentiality.
- Work in teams as needed with other MPD Coaches, Leadership Staff, Area Directors, and Central Service Support Staff.

The MPD Coach will also be trained in and follow our business and ministry management practices, safety protocols, and working procedures. Candidate’s salary, expenses, and benefits are solely dependent on their fundraising development. Candidate understands that any employment, both paid or unpaid, which might be offered to me by YIF is "at will" and of indefinite duration, that either I or YIF may terminate that employment at any time, with or without notice and for any reason, that no agreement to the contrary will be recognized by YIF.

Reviewed By:	Mark Ritchie COO and MPD Coach	Date:	
Approved By:	Mark Ritchie	Date:	
Last Updated By:	Name	Date/Time:	Date/Time