

Chaplains on the Way Job Description

Title: Chaplain and Director of Development

Hours: 20 hours/week

Reports To: Executive Director

Compensation: \$26,000/year; 60 hours Paid Time Off

Status: Exempt

Organization Description:

Chaplains on the Way (COTW) offers spiritual companionship to people experiencing homelessness on the street in Waltham. We serve people of all faiths and of no faith. Our primary goal is to support people in drawing on their own inner resources and faith traditions through a ministry of presence. Two part-time chaplains and 20 volunteers provide this presence on Tuesdays and Wednesday throughout the year. COTW collaborates with other social and ministerial services in the community and is part of a network of outdoor ministries, called Ecclesia Ministries, in the Boston area and across the country. For more information about COTW, please visit our website at www.chaplainsontheway.org or Facebook at www.facebook.com/ChaplainsontheWay.

Position Summary:

The Chaplain and Director of Development will join the current chaplain and Executive Director, Rev. Becky Sheble-Hall, in carrying out COTW'S mission. This position calls for teamwork in carrying out the shared responsibilities of the chaplaincy as well as the shared opportunities for preaching, education and fundraising events. Fifty percent (10 hours) of this position will be spent doing direct ministry. The other 50% of the position will focus on development and administrative work, including, newsletter production, grant writing and event planning. Working with the Executive Director and the Board of Directors, the person in this position is responsible for accomplishing yearly fundraising goals.

Required Skills and Experience

- Experience working with people who have very limited resources, do not have stable housing, are living with mental illness, and/or are struggling with drug or alcohol addiction
- Masters in Divinity degree or other theological training
- One to two units of Clinical Pastoral Education (CPE)
- Ordained or seeking ordination if this is applicable in one's faith tradition/denomination
- Anti-racism or anti-oppression training and/or experience working in a multi-cultural
- Well-developed speaking skills and willingness to preach and speak at church events
- Experience with fundraising, grant writing, and event planning
- Excellent written and oral communication skills, proficient in online marketing
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- High standards of accountability for self and for others
- Ability to maintain confidential donor/constituency information with sensitivity and integrity
- Ability to speak a language in addition to English is a big plus—Spanish will be especially helpful

How to Apply:

Please email your resume and a cover letter stating why you feel called to this position and how your skills and experience qualify you to Rev. Rebecca Sheble-Hall, Executive Director at:

becky@chaplainsontheway.org