

## JOB DESCRIPTION

<b>DATE:</b>	October 28, 2020
<b>POSITION:</b>	Global Hub City Manager
<b>REPORTS TO:</b>	Senior Strategic Advisor
<b>FLSA STATUS:</b>	Exempt
<b>WORK HOURS:</b>	Full-Time Position

### DESCRIPTION:

The Global Hub City Manager will be responsible for building out and maintaining the necessary infrastructure and systems to support the escalation of the Hub City Strategy\* with Redeemer City to City (RCTC) and its affiliate partners. He/she will develop and monitor projects critical to the success of this strategy serving as a vital liaison between various stakeholders. Communication and resource sharing along with budget management and regular reporting are central to the role. Cross-cultural collaboration with various partners will be essential to problem solving and the overall project's success.

\*The Hub City Strategy serves selected cities in partnership with local leaders through church multiplication, coalition development and city impact initiatives.

### RESPONSIBILITIES:

- **Project Management and Oversight:**
  - Monitor the dashboard for the overall hub city development system and each specific city. Maintain communication with the local Hub City Program Manager if applicable. Track status of projects for overall strategy and for each city, identify needs and challenges, and provide guidance as needed,
  - Provide workflow management to the internal staff, alerting appropriate staff to tasks due to achieve strategic and interim goals. Coordinate tasks and projects with other teams as needed to advance this strategy, particularly coordinating with the associated Affiliate team.
  - Fulfill operational support. Maintain communication with the RCTC hub city team, organize the calendar, set up meetings with hub city leaders, draft agenda, and push completion of tasks and projects.
  - Manage product development and enable resource accessibility within RCTC DNA guidelines. Edit training and consulting resources. Ensure resources are market ready.
  - Develop a system for keeping Hub City documents organized and accessible by various audiences, both internal and external.
- **Financial Management:**
  - Develop and manage the city grant process including documents management, budgets and Memorandums of Understanding (MOUs).
  - Oversee grant administration, grants process, budget management, record keeping, etc..
  - Manage City Development Project and City Grants budgets. Lead the collaboration of the annual budget development process.
- **Reporting and Communication:**

- Serve as liaison between the RCTC Hub City team and other teams and departments at RCTC for essential communication and reporting
- Develop reports for the following: a) quarterly hub city “snapshots” b) internal reports as requested
- Contribute to donor & foundation reports, collateral and grant applications

#### **QUALIFICATIONS AND REQUIREMENTS:**

- Strong organizational skills and experience working with fast paced teams working from various locations
- Good written communication skills
- Ability to thrive in both remote and office-based environments
- Flexibility to work odd hours on occasion to account for time zone differences amongst our partners
- Self-driven with ability to move projects forward individually with collaborative inputs

#### **THEOLOGY AND CHARACTER**

- Gospel centered ministry formation, active prayer life godly discernment, servant leader and gospel shaped character
- Seeks to embody the key values of CTC
  - Commitment to understanding of the gospel
  - City focused
  - Holistic application of the gospel
  - Contextualized church planting
  - Commitment to the development of indigenous leadership

#### **EDUCATION/EXPERIENCE**

- BA required
- Experience working in cross-cultural environments with various stakeholders
- Minimum 5 years of project management experience in a fast-paced environment
- Experience with Excel and Google Drive required
- Experience with Powerpoint/Slides, Asana, and Salesforce a plus

#### **LOCATION**

- This position is based in NYC and New York City residency is highly preferred.

**To apply please send your Resume and Cover Letter to Meredith Denton –  
meredith@redeemercitytocity.com**