



AMSA DIRECTOR POSITION

QUALIFICATIONS

1. Called and lead by God to this position
2. A love and passion for missions, serving, traveling, and promoting **AMSA**
3. A “people person” who communicates well with others
4. Possess great organizational skills and experience with setting up teams and utilizing volunteers effectively
5. General knowledge of missionary aviation
6. Experienced in fundraising, and developing and working with a ministry budget
7. Willingness to be accountable to the **AMSA** Board
8. Knowledge of marketing and the ability to promote the ministry through technology using various social media platforms such as website, Facebook, Constant Contact, Instagram, etc.

ADMINISTRATION

1. Oversee the overall operation of the ministry
2. Select and develop a volunteer/part-time administrative assistant to help with ministry communications including correspondence, mail outs, and electronic media. Also assist in the selecting and training of **AMSA** core team members and volunteers
3. Develop and train the Core Team Leader and those who will serve with them
4. Handle the application and site selection for Sun ‘n Fun and other aviation events in which **AMSA** will participate
5. Contact **Missionary Aviation Organization** participants
6. Meet with and develop relations with the staff of Sun ‘n Fun and other aviation organizations
7. Set up the technology needed for the operation and promotion of **AMSA**
8. Work with and be accountable to the **AMSA** Board
9. Network with churches, businesses, aviation organizations, schools, etc.
10. Develop projects, programs, and trips to assist missionaries serving with aviation organizations

PROMOTION

1. Talk about and promote **AMSA**
 - a. *Set up meeting with individuals, businesses, churches and aviation organizations*
 - b. *Have “in house” meetings to share about **AMSA***
 - c. *Develop monthly support from local churches*
2. Ensure the website is kept current, appealing, and active, and utilize the online giving feature
3. Develop a Facebook page
4. Develop a short ministry promotional video for **AMSA**
5. Use radio/TV for interviews promoting **AMSA**
6. Update the ministry brochure
7. Update the ministry display for attending missions conferences, churches, schools, etc.
8. Use Constant Contact or Mail Chimp for weekly emails to **AMSA** supporters/donors

FINANCIAL

The Director will be responsible for and oversee the following:

1. Share financial needs of **AMSA** with people, churches, businesses, and aviation organizations
2. Lead raising of funds for the operation and mobilization budget of **AMSA** to include Director's salary, Administrative Assistant salary, promotion /marketing, office space, traveling expenses, and fundraising events
3. Submit check requisitions for events, working with the Treasurer of **AMSA**
4. For the Sun 'n Fun event, the financial responsibilities would be...
 - d. *Paying for tent sites*
 - e. *Paying for the rental of the Feature Tent*
 - f. *Paying for the rental of the golf carts*
 - g. *Paying for the wristbands and parking passes for vendors and volunteers*
 - h. *Paying vendors needed for the event*
 - i. *Having petty cash on hand as needed*
5. Oversee the maintenance of the rental of the two storage units, and the purchasing and upkeep of all equipment, tents, tools, and supplies belonging to and owned by **AMSA**
6. Create and present an operational budget to the **AMSA** Board

MOBILIZATION

*For all events that **AMSA** will host or participate in, the following mobilization will be needed:*

1. Recruit volunteers for Feature Tent, and **AMSA** Meal & **Kathy Hoover Hospitality** Tent Site preparation @ Sun n' Fun
2. Schedule move of all equipment from the two storage units (tables, chairs, generators, the big refrigerator, and the trailers) to the site @ Sun n' Fun
3. Utilize all static displays (planes, helicopters, vehicles, signage) for the site
4. Order and coordinate golf carts for the Sun n' Fun event
5. Arrange transportation for missionaries arriving at Tampa, Orlando, and St. Pete/Clearwater airports via car rentals and shuttle service
6. Establish housing assignments for missionaries coming to the Sun 'n Fun event
7. Secure ministry promotion opportunities, such as speaking at churches and schools, including for mission trips or additional assistance with missionary aviation organizations
8. Lead a debrief/recap meeting with organizations attending Sun 'n Fun or other events hosted by **AMSA**