Chaplain and Director of Development

Job posted by: CHAPLAINS ON THE WAY
Posted on: March 2, 2016

Organization Description:
Chaplains on the Way (COTW) offers spiritual companioning 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, Wednesdays, and Thursdays 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.

Position Summary:
The Chaplain and Director of Development will join the current chaplain and Executive Director, Becky Sheble-Hall, in carrying out COTW's mission. This is a co-director position calling for both leadership and teamwork. As co-chaplains, they will have equal responsibility for the chaplaincy and decision-making. They will share preaching and speaking at church events and house parties. Fifty percent (10 hours) will be spent doing direct ministry. (The Ministry Schedule which follows this job description provides more detail about the current activities and programs of the chaplaincy.) The other 50% of the position will focus on development and administrative work. The Chaplain will have primary responsibility for supervising the Administrative Assistant. She/he will attend Board meetings, Finance Committee meetings, and Development Committee meetings. Working with the Board of Directors, this position is responsible for accomplishing yearly fundraising goals through event planning, grant writing, and other fundraising activities.

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
- A person in the Christian or Unitarian Universalist tradition with experience in an interfaith community
- 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 computer skills, including Facebook
• 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**

**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 Rebecca Sheble-Hall, Executive Director at: becky@chaplainsontheway.org by Monday, March 21, 2016.