



## MINISTRY DESCRIPTION

**Title:** Innovation Lab Director  
**Department:** Innovation Lab  
**Reports to:** Chief Innovation Officer

**Schedule:** Regular, Full-time  
**FLSA:** Exempt

### **Ministry Function:**

The Innovation Lab Director supports the ministry of Convoy of Hope by serving as a brand ambassador, strategic liaison, and connector that specializes in engaging partners in the sports/business/entertainment worlds who can help expand Convoy's presence in the marketplace and raise revenue streams so that the hungry are fed and the impoverished and suffering are served with dignity.

### **Essential Duties and Responsibilities:**

1. Create curated experiences for partners that shed light on the scourges of hunger, poverty and suffering.
2. Recruit, equip and inspire social advocates/influencers who can bring attention to the work Convoy of Hope is doing around the world and in the United States.
4. Develop innovative social advocacy and fundraising campaigns for partners.
5. Invite/host partners to Convoy of Hope events.
6. Engage with sports teams and businesses by opening new and/or additional channels for them to exercise their corporate social responsibility.
7. Develop creative, excellent and innovative ideas that can engage celebrities and influencers who want to do good in the world.
8. Manage a portfolio of friends who are helping Convoy of Hope.
9. Travel both domestically and internationally, as assigned, to give friends firsthand experience in the work Convoy of Hope does and to assist program teams in helping those in need.
10. Develop strong relationships with key stakeholders throughout the organization and with other organizations who can help connect the team to friends who want to partner with Convoy.
11. Manages according to established CoH policies and procedures and holds self and staff accountable to them. Continuously finds processes that create improved efficiency while maintaining conformance to approved policies.
12. Responsible to know and stay within established budget, holding self and staff accountable to it.
13. Other duties as assigned.

### **Required, Knowledge, Skills, and Abilities:**

1. Bachelor's Degree in Communications, Public Relations, Marketing or equivalent experience preferred; High School diploma or equivalent required.
2. 3+ years experience in humanitarian, non-profit field required.
3. Highly relatable and extremely comfortable sharing the vision of Convoy of Hope with anyone and in any setting from a board room to a locker room.
4. Ability to build a community of influential partners and advocates.
5. Demonstrated creativity, ability to build relationships, diplomatic, calm under pressure and service-oriented.
6. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.

7. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.
8. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.

**Supervisory Responsibilities:**

Supervise the Innovation Lab Content Manager

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