

# MTD Strategy & Content Administrator - Job

## Description

<b>FLSA</b>	Exempt
<b>Employment</b>	Full Time
<b>Manages</b>	N/A
<b>Reports To</b>	Program Support Team Manager

## Job Summary

Reliant is seeking a creative and strategic leader to join our team as the MTD (Ministry Team Development) Strategy & Content Administrator. This role empowers our growing staff of over 1,000 ministry workers by developing innovative, biblically rooted strategies and resources to sustain long-term ministry support. The ideal candidate is a passionate communicator with proven success in support raising and a vision for equipping ministry workers, church partners, and ministries to thrive. This role will have the opportunity to shape best-in-class tools, adapt to emerging trends, and collaborate with teams across Reliant to ensure our ministry workers are equipped with practical, effective, and faith-filled solutions.

## Responsibilities & Duties

### Key Responsibilities:

#### Develop and Refine MTD Strategies

- Design and implement sustainable, real-world-tested support-raising methods rooted in biblical principles.
- Customize strategies for ministry workers at different career stages, including new staff, long-term ministry workers, and those in unique contexts like international placements, internships, and campus ministries.
- Monitor and incorporate trends in giving, communication, and technology to keep Reliant's strategies current and effective.
- Collaborate with leadership to ensure alignment with organizational goals and values.
- Identify and address challenges specific to long-term staff, providing innovative solutions to sustain their support base.

#### Create and Adapt Content

- Develop and update resources to meet the real-time needs of Reliant ministry workers and partners.
- Write practical, biblically grounded training materials, guides, and articles that resonate with diverse audiences.
- Ensure training content is empowering, relevant, and high-quality for both virtual and in-person delivery.
- Produce tailored materials for ministry workers, church partners, and ministry leaders to strengthen their MTD efforts

#### Deliver Training and Engage Audiences

- Lead training sessions, workshops, and webinars in virtual and in-person formats.
- Communicate effectively with ministry workers, partners, and stakeholders, fostering confidence in the tools and strategies provided.
- Gather and analyze feedback to continuously improve training impact and resource effectiveness.

## Knowledge, Skills & Abilities

- Demonstrated experience and success in raising ministry support.
- Passion for the biblical and practical ministry of support raising.
- Exceptional written and verbal communication skills, with experience teaching and presenting to diverse groups.
- Creative and adaptable mindset, with the ability to design innovative solutions and keep materials relevant.
- Proficiency with digital content creation tools, giving platforms, and emerging technologies.
- Collaborative team player with a proactive approach to problem-solving.
- Familiarity with Reliant's mission and values or similar ministry models is a plus.

### Ideal Candidate Profile

- **Passionate & Vision-Driven:** Deeply committed to empowering ministry workers with practical, biblically grounded strategies and creating solutions that inspire long-term success.
- **Creative Communicator:** Skilled in writing, teaching, and presenting content that resonates with diverse audiences while leveraging digital tools and emerging technologies.
- **Collaborative Leader:** Thrives in team environments, aligning strategies with organizational goals and addressing challenges with innovative solutions.
- **Adaptable Problem-Solver:** Excels in designing and refining resources to meet unique ministry needs across various contexts, from international placements to campus settings.

## Reporting Relationships

- Reports to the Program Support Team Manager
- Works collaboratively with the MTD Health Team

### All Reliant Central Employees must

1. Have a profession of faith in Jesus Christ.
2. Affirm Reliant's [Statement of Faith](#) and [Values](#).
3. Agree with Reliant's [Code of Conduct](#).

### Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.