



**Title:** Director of Oral Bible Translation

**Reports To:** Senior Vice President of Field Ministry

**Position Status:** Full-Time

## **OVERVIEW:**

The Director of Oral Bible Translation leads the program team, strategically aligning personnel and resources to oversee and multiply oral Bible translation initiatives around the world. This Director is responsible for the recruiting, training and shepherding of the Oral Bible Translation team, while expanding our network of ministry partners globally. Additionally, the Director of Oral Bible Translation works closely with the OBT Head of Strategy to ensure a cohesive and healthy OBT model is being promoted across the organization and with external stakeholders.

## **RESPONSIBILITIES:**

### **Budget and Allocate Program Resources**

- Create and maintain all OBT department budgets
- Collaborate with team to review and manage program-specific budgets and timelines
- Ensure the financial accountability of each program by producing accurate and timely reports
- Approve department-related expenses and reimbursement requests

### **Guide Communication with Organizational Stakeholders**

- Promote the vision, goals and strategies used by Spoken with partnering churches and foundations
- Work with Consultant/Trainers to prepare semi-annual translation program reports
- Draft and submit Foundation proposals and evaluations as needed
- Facilitate the sharing of field reports within the organization and among external stakeholders

### **Build and Maintain a Healthy Departmental Infrastructure**

- Regularly assess the capabilities of the OBT department and determine what steps should be taken to meet the growing demands of the field
- Work in conjunction with OBT Head of Strategy to identify, select and onboard new staff
- Establish and maintain efficient information retrieval structures in Microsoft Teams

### **Provide Project Management Support and Accountability**

- Network to identify new translation program opportunities around the world
- Communicate regularly with OBT team members to address program challenges
- Track translation program outputs against timelines and make recommendations where necessary

**PERFORMANCE EXPECTATIONS:**

- Understands and articulates the purpose and vision for Oral Bible Translation at Spoken
- Represents Spoken's programs and ministry philosophy at conferences and other public venues
- Shepherds OBT Staff with great care, focusing first on people
- Provides reports, data and proposals to key stakeholders and Spoken staff as needed
- Able to travel internationally a minimum of 4 times annually
- Willingness to raise personal support

**QUALIFICATIONS:**

- 4+ years experience in cross-cultural missions environments
- 8+ years experience in leadership role
- 3+ years experience in orality or Bible translation (preferred)
- Is fully aware of and supports the purposes and vision of Spoken
- Excellent verbal and written communication skills in English
- Highly self-motivated, self-managing, flexible and proactive responder

**SPIRITUAL REQUIREMENTS:**

- Completely surrendered to the Lordship of Jesus Christ
- Bearing witness of Christian character in daily life
- A member in good standing of a local church
- Agreement with the Spoken statement of faith

**EDUCATION REQUIREMENTS:**

- Graduate degree or equivalent experience preferred