

STAFF OPPORTUNITIES

Unto[®] is seeking team members who exemplify our values of faith, growth, fruitfulness, and an attitude of joyful service, and who are interested in using their skills to help bring the hope of Jesus to people in the toughest places on earth. The majority of Unto staff serve at one of our two primary sites: Lancaster, PA, and Orlando, FL. For location information regarding a specific role, and all other inquiries, please reach out to our recruiting team via jobs@unto.com, this [Asana form](#), or the QR code below. *Revised 2/22/24.*



■ DEVELOPMENT

DIRECTOR OF DEVELOPMENT

Unto is seeking a Director of Development to give overall leadership and accountability for all fund development initiatives. This will include leading the Development Team and giving direction to the formulation and execution of the donor development strategy. This position will be responsible for the overall success of our fund development initiatives and will be responsible for implementing effective strategies to increase and enhance donations for Unto's worldwide humanitarian work. This person must be able to articulate Unto's mission and vision to various donor audiences in a way that engages the hearts and minds of people who have a desire to join God in His work.

DEVELOPMENT PROJECT COORDINATOR

The Development Project Coordinator will increase the Development team's capacity to raise funds by overseeing the execution of fundraising projects and processes, providing administrative assistance to the Development Director and Dev Team, responding to donor inquiries and thanking donors who give to Unto.

DONOR MARKETING DIGITAL PROJECT MANAGER (priority need)

Performs strategic development and execution of detailed digital direct marketing fundraising email and new donor acquisition programs to raise substantial funds for Unto. Serves as a project manager by writing, editing and approving fund development emails and other communication to donors.

MAJOR GIFT OFFICER

The Major Gift Officer fills a mission-critical role of establishing and maintaining relationships with individual and institutional donors for the purpose of acquiring major gifts for Unto so that ministry in the toughest places on earth is possible. This person must be able to cast vision for the big picture scope of the ministry and articulate it for a specific audience, as well as demonstrate strong relational skills such as integrity, tact, patience, and courtesy.

MID LEVEL DONOR REPRESENTATIVE

The Mid-Level Partner Representative is responsible for ministering to, cultivating a relationship with, presenting giving opportunities to, and reporting on the impact of the UNTO's fundraising efforts to ministry partners who give at a specific threshold. This role helps increase the financial resources needed to accomplish the unique role UNTO plays in reaching the lost for Christ and providing humanitarian aid to those in need. This role can be part-time.

■ COMMUNICATIONS & MARKETING

VIDEO COMMUNICATIONS SPECIALIST

The Video Communications Specialist manages Storytelling through video — shooting and editing, video script writing, video library, and brand storytelling standards. The position could include some international travel.

SOCIAL MEDIA SPECIALIST (priority need)

The Social Media Specialist manages:

- Communications on all social platforms.
- Strategy for social media ads.
- Social media statistics and goals.
- Best practices for maximizing social engagement.

COMMUNICATIONS AND MARKETING WRITER

The Communications team manages:

- Proposals and appeals.
- Website content.
- Email communications with the Unto® audience.
- Stewardship reporting for donors.

■ SUPPLY CHAIN OPERATIONS

When a supply chain is fully functioning, supplies are getting to the right people at the right time for help and hope. At Unto's Global Logistics Center in PA and at the new Cru Annex warehouse in Orlando, critically needed humanitarian aid is processed, packed, and shipped to Cru staff and their partners around the world. This humanitarian assistance helps them gain access and build credibility with people who might

otherwise be unreachable. In many cases, humanitarian aid is the main reason ministry is able to continue in the toughest places.

VOLUNTEER ENGAGEMENT SPECIALIST (Lancaster, PA)

At the Unto® Global Logistics Center in PA, volunteers and groups frequently arrive (sometimes unannounced!) to offer their time, energy, and skills to serve in the processing of critically needed humanitarian aid. Our Supply Chain Operations Team is looking for a friendly, extroverted team member or two who can help welcome, organize, and coach these volunteers, so they have a meaningful experience, whether they are decades-long partners with Unto or it is their first time on site.

CRITICAL AID OPERATIONS (Lancaster, PA) (priority need)

Few things in life give greater satisfaction than being part of a team that is directly responsible for making the lives of others better. Shake off the confines of an office and help people around the world every day in a fast-paced warehouse environment. You will help keep the supply chain flowing to missionaries in more than 40 countries through:

- Receiving shipments (small and large) of critical aid.
- Keeping partners informed of available supplies through inventory management.
- Preparing aid for shipment through work events.
- Loading and shipping containers of aid for Cru® staff and partners.

CRITICAL AID OPERATIONS (Orlando, FL)

Few things in life give greater satisfaction than being part of a team that is directly responsible for making the lives of others better. Shake off the confines of an office and help people around the world every day in a fast-paced warehouse environment. You will help keep the supply chain flowing to missionaries in more than 40 countries through:

- Receiving shipments (small and large) of critical aid.
- Keeping partners informed of available supplies through inventory management.
- Preparing aid for shipment through work events.
- Loading and shipping containers of aid for Cru® staff and partners.

PACKHOPE EXPERIENCE ASSISTANT

PACKHOPE Experience events provide a meaningful Unto® service opportunity for volunteers to engage in a fun event, packing meals or seeds with others. These meals and seeds then are provided to international Cru® partners, who take them to people in their communities who do not have enough food to eat. As this happens, they are able to serve their neighbors with the kindness of Jesus and build relationships with them. The PACKHOPE Experience Assistant works closely with the PHE Coordinator to track planned and prospective events. Skills needed

are in general administration, communication, and familiarity with Excel spreadsheets and mail-merge documents.

INTERNATIONAL LOGISTICS COORDINATOR

A container of critical humanitarian aid doesn't simply leave the U.S. and arrive at its destination without coordination. As an essential part of the Unto® supply chain, you will help to facilitate humanitarian resources to our Cru® staff and their partners worldwide. With a role that sits at the intersection of the Field Strategy, Supply Chain Operations, and Finance departments, you will work with the International Logistics Manager to coordinate container projects on time and on budget. Your attention to detail, creative problem solving, and communication skills will have a profound effect in every country where Unto ships aid. This role can be part-time.

STRATEGIC RESOURCE SPECIALIST

Have a worldwide impact as you work alongside a team to procure humanitarian resources to relieve suffering, restore dignity and reveal hope in the toughest places on earth. Must be able to employ strategies of partnership, vision casting, and relationship building. The ideal candidate is strong in the spokesperson role and enjoys connecting sources of supply and demand. This role includes travel, working on a diversified team at a distance, and a fun and visionary working environment.

FIELD STRATEGY & OPERATIONS

INTERNATIONAL TRIPS TEAM LEADER (priority need)

This role is responsible to train, coach, supervise, and lead the Unto® Trips Team. This includes shepherding the professional and personal development of staff members and interns, managing team strategic planning and budget, and planning annual participant trip cycles. In addition, this person must work effectively in partnership with other Unto teams, especially Field Operations and Supply Chain. Experience leading international trips with Cru® and ability to travel internationally three to five times a year is highly preferred.

FIELD STRATEGIST

The International Field Strategy Team is looking for new team members to serve Unto® as key relational and resource bridges to Cru® field staff in the countries where Unto works. Field Strategy Representatives must have significant international travel experience or lived overseas.

FIELD STRATEGIST (BILINGUAL)

The International Field Strategy team is looking for new team members who can speak French, Spanish, Russian, or Arabic with a degree of fluency. Field Strategy Representatives serve Unto® as key relational and resource bridges to Cru® field staff in the countries where Unto works.

WASH PROJECT COORDINATOR (priority need)

The WASH (Water, Sanitation, and Hygiene) Team at Unto® works with local partners to express the kindness of Jesus by establishing conditions that allow people to live with dignity, good health, and increased comfort and security in the toughest places on Earth. This includes reducing exposure to and transmission of disease by providing sources of safe drinking water, promoting good hygiene practices, and reducing environmental health risks. The WASH Program Coordinator will fill a critical operational role on this team by administering and coordinating WASH projects. This person will work closely with the WASH Program Manager to create comprehensive action plans, budgets, and schedules for projects. This person will work with a variety of stakeholders and should have exceptional communication skills. WASH training or experience is desired but not required. This role can be part-time (two days/week minimum).

GEOGRAPHIC CAMPUS FIELD REPRESENTATIVE (WEST COAST)

Join the Unto Campus team to work alongside a geography of campus team leaders to build a culture of humanitarian practice to aid in reaching scope. Must be able to employ strategies of project development. The ideal candidate is strong in the spokesperson and coach roles, and has substantial knowledge of the geography of the U.S. west coast. This role includes travel, working on a team at a distance, and a fun and visionary working environment.

GEOGRAPHIC CAMPUS FIELD REPRESENTATIVE (EAST COAST)

Join the Unto Campus team to work alongside a geography of campus team leaders to build a culture of humanitarian practice to aid in reaching scope. Must be able to employ strategies of project development. The ideal candidate is strong in the spokesperson and coach roles and has substantial knowledge of the geography of the U.S. east coast. This role includes travel, working on a team at a distance, and a fun and visionary working environment.

AGRICULTURE SPECIALIST

The Agriculture Specialist brings specialized experience and passion that enables the Unto® Agriculture Team to accelerate spiritual movements in places where hunger, food insecurity, and malnutrition claim lives and endanger communities. This team helps our

global Cru® partners express the kindness of Jesus by meeting the primary food needs of communities, growing more food, and improving nutrition and environmental health. This position can include some or all of the following: travel for international agriculture workshops, field research, curriculum development, cultivating long-term partnerships, conducting virtual trainings, and leading Cru student summer missions.

INTERNATIONAL TRIP LEADER

The Trips Team is looking for experienced, as well as entry-level, international trip leaders. Our mission is to serve people in the toughest places on Earth, at the direction of our national partners, by effectively engaging trip participants to express humanitarian kindness. Trip leaders must be able to perform duties on the field in physically and emotionally challenging environments, including carrying bags up to 20 pounds, standing for extended periods of times, walking long distances, walking on uneven ground, and working in extreme climates. Primary duties include:

- Plan trip strategy and logistics.
- Recruit trip participants.
- Manage all trip details, which includes finances and preparing trip reports.
- Travel internationally three to five times a year.

WOMEN'S HEALTH SPECIALIST

Our team is looking for staff women who are interested in helping to develop programs to serve vulnerable women and improve the lives of their families and communities. This position involves traveling internationally to lead women's health workshops, according to the strategic plans of the national teams. We are committed to a strategy of Win-Build-Send, and we work closely with our field staff to find ways to help them gain access and build credibility in targeted communities. Through programs of health (physical, emotional, social, and spiritual), we reveal the hope of Jesus Christ. Medical background preferred. Part-time and full-time roles are available.

LEADERSHIP DEVELOPMENT & HUMAN RESOURCES

LDHR equips and supports Unto staff to accomplish the mission by serving in the areas of personnel strategy, training and development, administrative processes, staff advocacy and care, and as a champion of a healthy culture. Our vision is that Unto will be a healthy, harmonized, high-performing organization where staff members love God, love each other, and serve well in their God-given roles.

STAFF SERVICES SPECIALIST

The Staff Services Specialist will serve Unto by working on a variety of projects and tasks designed to make staff life smoother and strengthen the Unto culture and infrastructure. Administrative gifting, attention to detail, and a heart to serve and learn will lead to success in this role. This can be part-time or combined with other LDHR responsibilities for full-time work.

SENDING COORDINATOR

The Sending Coordinator is a part-time role that will work with the Unto[®] Mobilization team and the national Cru[®] sending team to effectively engage with people who apply for Unto staff opportunities. This person will help to confirm God's leading in hiring applicants, as well as empower applicants to take next steps toward missional service. This role can be combined with other LDHR duties to form a larger part-time or full-time position.

MISCELLANEOUS

EVENTS COORDINATOR (Orlando, FL)

The scope and nature of this role can vary depending on the candidate, but this is a growing need within Unto[®].

PRAYER CATALYST

EXECUTIVE ASSISTANT