



## JOB DESCRIPTION

### Employee Name

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| <b>JOB TITLE:</b>      | <b>Congregational Liaison</b>                              |
| <b>DEPARTMENT:</b>     | <b>The Congregational Collective</b>                       |
| <b>REPORTS TO:</b>     | <b>Executive Director of The Congregational Collective</b> |
| <b>EFFECTIVE DATE:</b> |  |
| <b>CLASSIFICATION:</b> | <b>Exempt</b>  |
| <b>HOME LOCATION:</b>  | <b>San Antonio, Texas</b>                                  |

**POSITION SUMMARY:** The Congregational Liaison will be a dynamic, mission-driven leader responsible for overseeing the successful growth and development of a groundbreaking initiative that equips congregations to lead in mental health and wellness. Using a collaborative framework, this person will manage all aspects of recruitment, engagement, training, and community partnership development with an expanding cohort of churches.

This individual must be a relational leader, systems thinker, and strategic operator—comfortable working independently in a fast-evolving program and collaborating deeply with community stakeholders.

This position is expected to transition into a newly formed organization in the future and will not be an employee of the H. E. Butt Foundation.

**PROGRAM MISSION:** To equip congregations to become community leaders in mental health and wellness by partnering to build support systems, networks, and ministry tools that include educational resources, training, and strong relational networks.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the values of Hospitality, Stewardship, Unity, and Excellence.

### ESSENTIAL FUNCTIONS:

- Lead project planning, documentation, implementation, and completion of all Tapestry of Care efforts
- Recruit and onboard additional congregational partners, fostering sustained engagement
- Build and maintain relationships with diverse church communities and mental health organizations
- Identify and cultivate local community resources and networks to enhance program delivery
- Facilitate training, manage workflows, and ensure high-quality execution across all sites
- Monitor risk, track progress on deliverables, and adapt plans in response to evolving program needs

- Partner closely with internal teams and collaborators at HMS, UT Health, and The Collective
- Manage timelines, communications, budgets, and content quality with excellence

#### **QUALIFICATIONS:**

- Bachelor's degree (or equivalent experience) in nonprofit management, public health, theology, communications, or a related field
- At least 5 years of experience in project or program leadership, preferably involving community-based mental health or faith-centered initiatives
- Deep relational competencies with an ability to build trust across diverse communities
- Prior experience working in or with faith-based settings—especially congregations
- Familiarity with mental health resources and services, especially in the San Antonio area
- Strong written, verbal, and presentation skills
- Proficiency in Microsoft Office and project management tools
- Demonstrated ability to manage multiple projects and teams simultaneously

#### **COMPETENCIES - Knowledge, Skills, and Abilities:**

- Excellent interpersonal, communication, and presentation skills
- Strong organizational, planning, and scheduling skills in a fast-paced environment
- Cultural humility and sensitivity in cross-community work
- Passion for addressing mental health in faith contexts
- Agility in navigating programmatic change
- Proven ability to develop partnerships and build coalitions
- Comfort operating independently in ambiguous or evolving settings
- High emotional intelligence and personal integrity
- Experience leading culture change and change management processes
- Ability to work independently and as part of a team
- Ability to handle sensitive information with discretion
- Commitment to mental health advocacy and supporting those in need
- Deep understanding of the challenges faced by individuals and families in the church community

#### **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**

##### **Mental and Physical Demands**

Must be able to manage tasks with frequent interruptions, tight timelines, and multiple constituencies. Regular movement required—walking, standing, and occasional lifting (10–30 lbs.). Requires visual acuity and screen-time endurance.

##### **Environmental Factors**

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.). Occasional exposure to weather related conditions when working in outside environment and events. This job operates primarily in a professional office environment mainly in San Antonio, Texas. Will experience occasional outdoor responsibilities. Must be able to work between camp and office facilities on uneven terrain, as needed.

The above is intended to describe the general content of and requirements for this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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**EMPLOYEE SIGNATURE**

**DATE**

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**MANAGER SIGNATURE**

**DATE**