



Director of Materials Job Description

Summary: Project manage DCPI's Materials Department in production, evaluation, revisions, updates, corrections, cataloging, and distribution of DCPI training curriculum and publication products.

Full Time Volunteer or Missionary Support Position

Skills:

1. Able to manage curriculum development projects.
2. Competency in technology related to document storage and Google Drive.
3. Editing, curriculum writing, and managing.
4. Experience in cross-cultural communication.

Responsibilities:

1. Manage the Materials Department.
2. Develop a Vision-Plan-Timeline for DCPI Materials.
3. Fund Raise to support this position and Mission.
4. Travel as needed to review and inspect the field application of materials.
5. Develop a long-term strategy for the Materials Department approved by President and Executive Vice President.

Products:

1. Current DCPI curriculum sets
2. Updates of current curriculum sets
3. Publications (books, profiles, etc.) available on Amazon and on website
4. New curriculum and publications

Authority:

1. Decisions and primary actions this staff member has authority to make:
 - Revision Schedule for DCPI Curriculum
 - Manage Materials Department staff and volunteers
 - Propose budget for Materials Dept. and manage the materials department cash flow

2. Decisions and primary actions this staff member has authority to make with approval from another staff member:
 - With approval of EVP and/or President: make changes to curriculum content

Accountability: The one person this position is accountable to is their supervisor: Executive Vice President (during interim accountable to the President).