



# Flat Rock

Restoring Hope. Transforming Lives. Living Faith.

## **Church Engagement Coordinator**

**Remote Location within West Ohio Conference of the  
United Methodist Church**

# Flat Rock Homes

Restoring Hope. Transforming Lives. Living Faith.

**The Mission:** The mission of Flat Rock Homes is to provide outstanding services which transform lives of persons with intellectual and developmental disabilities, their families, and persons with critical needs through a dedication to caring and excellence that demonstrates Christian values.

## Mission

Is there really a way to *restore hope and transform lives while living our faith*? Would it stir your spirit, excite your imagination and engage your creativity to know that Flat Rock Homes is committed to demonstrating, and then sharing with other organizations across the country and around the world, a transformational model of care that provides excellent services and supports to individuals with intellectual and developmental disabilities and their families? Not just housing but restored health, rested souls and transformed lives. Experiencing the love of Jesus Christ through the talented professional staff and volunteers at Flat Rock Homes, residents are guided toward personalized success outcomes, utilizing customizable tools and services that address varied individual needs and circumstances.

Flat Rock Homes becomes a bridge to community life with dignity and a new set of tools to create a future of hope and possibility. Driven by compassion in Jesus' name and informed by a continuous improvement approach based on best practices, Flat Rock Homes is one of northern Ohio's most innovative providers of services to children and adults with disabilities. Established in 1866 to care for orphans after the Civil War, Flat Rock Homes has evolved to be one of the state's leading providers of health care, residential services and skill development for individuals with intellectual and developmental disabilities. Through strategic community partnerships, Flat Rock Homes provides health care, residential services and housing, education, skill development, vocational training and employment services to more than 75 children and adults daily. Flat Rock Homes aims to serve individuals with disabilities and their families, including those living independently or with their families within our local community.



## Leadership

Karen Kilgo has served as the President and Chief Executive Officer of Flat Rock Homes, Care Center and Community Services since June 1, 2016.

Before coming to Flat Rock, Karen served 23 years in executive management positions, including 17 years working in mission-driven, nonprofit ministries in the Atlanta, Georgia metropolitan area. Before coming to Flat Rock, she most recently served as Chief Human Capital Officer at Atlanta Mission, which provides emergency and temporary shelter, recovery programming, job attainment services and transitional housing for more than 1,000 homeless men, women and children daily.

## Church Engagement Coordinator – West Ohio Conference

Karen has managed multi-million dollar budgets and led large staffs of employees and volunteers. She was the Founder and Chief Executive Officer of Karen Kilgo and Associates, a business and consulting management firm and spent 13 years as a senior leader of Christian City, a non-profit ministry in Union City, Georgia that includes group homes, foster care programs and transitional living for children, as well as behavioral/mental health counseling, skilled nursing and assisted/senior living communities.

While in Georgia, Karen was active in the lay leadership of McDonough First United Methodist Church, where she taught adult Sunday school, chaired the Missions Committee, was a member of the church's Administrative Council and served in the church's food ministries. She was active in the United Methodist Women at the church and in the North Georgia Conference level. Today, she is member of Norwalk First United Methodist Church in the West Ohio Conference where she serves on the Finance Committee. She served as the delegate for the health and welfare ministries to the East Ohio Annual Conference in 2017 and served as a lay delegate-at-large for the Firelands District in 2018. In 2018, Karen became a Certified Lay Servant Minister, serving in the Firelands District. She is active in the Naomi-Ruth Circle of the United Methodist Women. In 2018, she had the privilege to attend the United Methodist Women's Assembly in Columbus, Ohio.

Karen has been certified by the Society for Human Resource Management as a Senior Certified Professional (SHRM-SCP) and by the Human Resources Certification Institute as a Senior Professional in Human Resources (SPHR). She earned a Bachelor of the Arts degree in Sociology from Berry College in Mount Berry, Georgia and a Master of Science degree in Education/Human Resources Development from Georgia State University in Atlanta, Georgia.

### Programs

Flat Rock Homes is a shining light of Christ's love in northern Ohio, specifically for children and adults with intellectual and developmental disabilities and their families. Through successful resource development (approximately \$439K per year), in-kind giving, revenue provided through Medicaid program and the Medicaid waiver program (combined budget of \$9M+/year) and capital funding, Flat Rock Homes serves more than 75 children and adults in our intermediate care facility, 11 community group homes, Adult Day Support program, Vocational Training and Employment Services programs, and non-medical transportation.

High-profile supporters like First National Bank, Bellevue Hospital, the Alpha Group, The Tiffin Community Foundation, the Schlink Foundation, the Fred A. Lennon Charitable Trust, the Sisters of the Precious Blood, the West Ohio Conference of the United Methodist Church and many others have recognized and embraced the innovation taking place through Flat Rock Homes.



In 2016, Kimberly Douglas and Firefly Facilitation, a well-known strategic planning and change consulting firm in Atlanta worked with Flat Rock's joint Boards of Directors and the senior leadership team to develop an exciting three-year strategic plan and annual action plan. These plans are allowing Flat Rock Homes to use personalized methods to bring about dramatic changes in the lives of those Flat Rock Homes serves.

## Church Engagement Coordinator – West Ohio Conference

Flat Rock Homes is launching new programs and expanding/improving existing programs, including our Vocational and Employment Services programs; expanded Adult Day program; new models of care delivery; and the creation of jobs within the community for individuals with intellectual and developmental disabilities.



Because the challenges of our residents are unique and complex, Flat Rock Homes provides a variety of services designed to meet the needs of the children and adults that they serve. Flat Rock's ministry centers include: Flat Rock Care Center located in Flat Rock, OH (intermediate care facility providing for the needs of 34 children and adults); Flat Rock Community Services located in Seneca, Erie and Lorain Counties in northern Ohio (11 community homes for 39 adults); Adult Advantages in Bellevue, OH (Adult Day Support, Community Integration, Vocational Training and Employment Services programs for 34 adults); and Flat Rock Community Services' Community Integration, Vocational

Training and Employment Services programs based in Flat Rock, OH, and serving Seneca, Erie, Sandusky, Huron, Lorain, Ottawa, Crawford, Wyandot and Morrow Counties.

**Flat Rock Care Center** provides a warm, safe and loving home for children and adults with more challenging intellectual and developmental disabilities. Many of Flat Rock's Care Center residents also have physical, emotional and psychiatric diagnoses and severe aggressive behavioral disorders. In addition, many of Flat Rock's residents are non-verbal and require staff ratios as low as one-to-one for 24/7 care.

Serving 34 children and adults in our intermediate care facility daily, our direct support professionals work with our residents providing assistance with activities of daily living (i.e. dressing, grooming, hygiene, meals, etc.) as well as providing a fun and safe environment for all to learn, grow and achieve their unique, God-given potential. With Christ as their example, the team ministers to every one individually. Our direct support staff members clean the homes, wash the laundry, serve the residents hot, nutritious meals and create a comfortable, restful and home environment.

Individuals may choose to live in one of **Flat Rock Community Services'** 11 homes in the community. These homes offer long-term supports for residents with intellectual and developmental disabilities to live independently within a neighborhood setting. Flat Rock Community Services supports 39 adults living in 11 community homes located in Seneca, Erie and Lorain Counties in northern Ohio.

**Adult Advantages**, Flat Rock Community Services' Adult Day Support program provides men and women with a much needed opportunity for activities, community integration and pre-vocational training. This program assists residents and individuals from the local community to develop vocational, life and social skills.



## Church Engagement Coordinator – West Ohio Conference

In March 2017, Flat Rock Community Services began offering Vocational Training and Employment Services Programs, including job coaching, resume/application preparation, transportation and other supportive programming. This new programming—funded in part by Ohio’s Opportunities for Ohioans with Disabilities program and/or the Medicaid waiver program as well as from our generous donors—are a part of Ohio’s Employment First initiative that creates opportunities for individuals with disabilities to work and volunteer in their local communities in jobs that offer a competitive wage of minimum wage or higher (unlike sheltered workshop programs). Flat Rock’s innovative program is the only program in the state of Ohio employing residents of an intermediate care facility (ICF) in community-based jobs at minimum wage or better (instead of sheltered workshops that pay a few cents to a few dollars per hour).



## Position Overview

The Church Engagement Coordinator for Flat Rock Homes is a critical member of the ministry's Development Team, led by Karen Kilgo, President/CEO. He/she will serve as Flat Rock Homes' brand ambassador to churches throughout the assigned conference of the United Methodist Church and to other local churches of other denominations within the same geographical region, ensuring a high-level of public awareness of the needs and problems of individuals with intellectual and developmental disabilities and their families as well as the solutions and impact that is delivered by Flat Rock Homes. This position will have a key role in generating involvement by people in this life-changing cause, growing and developing long-term, effective relationship with churches and individual donors within in churches. He/she will cultivate a deep understanding among our donors and churches of the needs of the individuals that we serve and boldly challenge them to respond sacrificially with their resources.

Office space will be provided at our Administrative Offices in Flat Rock, OH, or this job may be performed remotely from within the West Ohio Conference. Regular travel to churches throughout the West Ohio Conference will be required.

The Church Engagement Coordinator reports to Karen Kilgo, President/CEO.

### Responsibilities

The Church Engagement Coordinator will hold the following responsibilities:

- **Strategies:** Designs, develops, evaluates, improves and implements new and evolving strategies to build greater levels of engagement and support from churches, church groups (i.e. women's/men's groups; Sunday school classes; youth groups, etc.) and church-related individual donors within the West Ohio Conference. Steadily builds upon prior year church fundraising and engagement performance and increasing year-over-year donations. Builds upon organizational strategic plan to develop tactical plans for the church engagement function.
- **Grow Giving:** Grows total church giving to meet mutually-agreed goals. Adds new supporting churches, church groups and church-related individual donors, including engaging with churches and donors outside of the United Methodist denomination. Leverages bench strength of the Board, the Board's Outreach Strategic Work Group and other key contacts in growing our overall church support base. Building upon success, meets and exceeds giving and engagement goals in subsequent years. Develops long-term relationships through personal interactions with churches, church groups and church-related individual donors. Connects church/donor interests with Flat Rock Homes' ministry. Networks through current supporting churches/donors to locate new giving/sponsorship prospects that can make new gifts each year. Utilizes the moves management process, recommending and implementing a cultivation goal, strategy and time table for each account and qualified prospect;
- **Marketing and Awareness:** Among churches, church groups and church-related individual donors, raises awareness about the needs of the individuals we serve while challenging involvement/greater involvement/effectiveness on behalf of Flat Rock residents. Develops key relationships with churches, church groups and church-related individual donors. With input from the President/CEO, develops key messaging to these churches, church groups and church-related individual donors as part of the overall Marketing function. Works collaboratively with the Marketing Assistant to design, develop and implement all targeted marketing to churches, church groups and church-related individual donors performed by the Development team. Seeks out opportunities to speak to churches and church groups, including giving the Sunday message. Tells Flat Rock's story within these opportunities and offers a specific "call to action" to the churches.

## Church Engagement Coordinator – West Ohio Conference

- **Volunteers and Mission Teams:** Leads, promotes, plans, coordinates and evaluates church mission teams and other mission team activities. Seeks to build individual volunteer corps from our supporting churches. Seeks opportunities to engage churches and individuals with our ministry. Recruits and trains Church Champions in supporting churches. Ensures appropriate communication to all Church Champions on our behalf.
- **Support:** Provides assistance and support to the President/CEO in the following areas:
  - Creating opportunities for the President/CEO to engage with churches and individual donors within churches;
  - Provides back-up support to President/CEO's development activities;
- **Other:**
  - Works collaboratively with team members when assigned to work as part of a team;
  - Documents activity plans and results;
  - Establishes a financial forecast for donations and works to achieve financial goals;
  - Includes churches and donors as appropriate in visits, tours, meetings and special events;
  - Other duties as assigned.

### Desired Candidate Attributes

- A passion for communicating the stories of families and individuals whose lives as been transformed through the love of Christ and the work of Flat Rock Homes. A fierce desire to be a part of and contribute to a Christ-centered, faith-based culture;
- Commitment to serve and interact with Flat Rock Homes' residents, families and guests with compassion, grace, mercy, dignity and respect;
- Well-established relationships and the ability to initiate and build new relationships with churches, church groups and church-related individual donors throughout the West Ohio Conference. Must have a strong network of contacts within the West Ohio Conference. Must have the ability to engage with churches from other denominations within the West Ohio Conference;
- Established professional image;
- Basic knowledge of methods, practices and procedures for nonprofit fundraising;
- Ability to communicate with clarity;
- High emotional and organizational intelligence;
- Known for integrity, honesty and credibility – willing to “walk the walk”;
- Well organized, diligent and reliable in following through on commitments;
- Able to thrive in a fast-paced environment where multitasking is constant;
- Proven ability to be a self-starter and to work independently in a remote environment;
- Heart to serve and a head for strategy and innovation;
- Regular travel throughout the West Ohio Conference will be required for speaking engagements and meetings with churches, church groups and church-related individual donors. If working remotely, occasional travel to Flat Rock, OH, will be required. Remote connections with staff working in Flat Rock and other locations will be required. Must have reliable internet service and the ability to use technology to work remotely;
- Bachelor's degree is preferred. Relevant work experience will be considered in lieu of a degree;
- Demonstrated experience/track record of success in church engagement and/or fundraising experience preferred;
- Marketing, public relations and media relations experience is a plus;
- Must have a strong understanding of and unique abilities to raise funds and engage churches (particularly in a rural setting);
- Must have the ability to work a flexible schedule, including nights and weekends, to accommodate church and donors' schedules.

## Church Engagement Coordinator – West Ohio Conference

- A strong understanding of ministry organizations and the United Methodist Church are required. Membership in a United Methodist Church within the West Ohio Conference—while not required—will be extremely helpful.

To learn more about Flat Rock Homes, please visit our [website](#). Remember to like us on [Facebook](#) or follow us on [Twitter](#).

To learn more about working at Flat Rock Homes, please watch "[Why We Love Working at Flat Rock Homes](#)" now playing on YouTube.

### For more information, or to apply for this position,

If after reading this Opportunity Profile you sense that your God-given talents/gifts and experience are a good match for this position and Flat Rock Homes, we invite you to begin the inquiry process. All candidate information and conversations are handled confidentially.

In order to help us get a more complete picture of you and your interest in this position, provide us with the following preferably in one Microsoft Word (.doc or .docx) document:

1. A thoughtfully prepared cover letter, including answers to the following questions:
  - a. What is it about this position with Flat Rock Homes that attracts you?
  - b. Flat Rock Homes' mission statement is "...to provide outstanding services which transform the lives of persons with intellectual and developmental disabilities, their families and persons with critical needs through a dedication of caring and excellence that demonstrates Christian values." What is your response to this mission? How would you see yourself and your work fitting into this mission statement?
2. A professional resume covering your work experience and educational credentials;

*Please do not be overly concerned with brevity in assembling this package of materials. While we don't want to read volumes, we do want you to take the time to share enough meaningful information to allow us to get to know you and why you would make a strong Church Engagement Coordinator for Flat Rock Homes.*

Submit this to:  
Tami Cummings, Director – Human Resources  
[TCummings@FlatRockHomes.org](mailto:TCummings@FlatRockHomes.org)

In the subject line, please type: WOC Church Engagement Coordinator

