



TrustBridge
global

MAKING
GLOBAL
GIVING
EASY



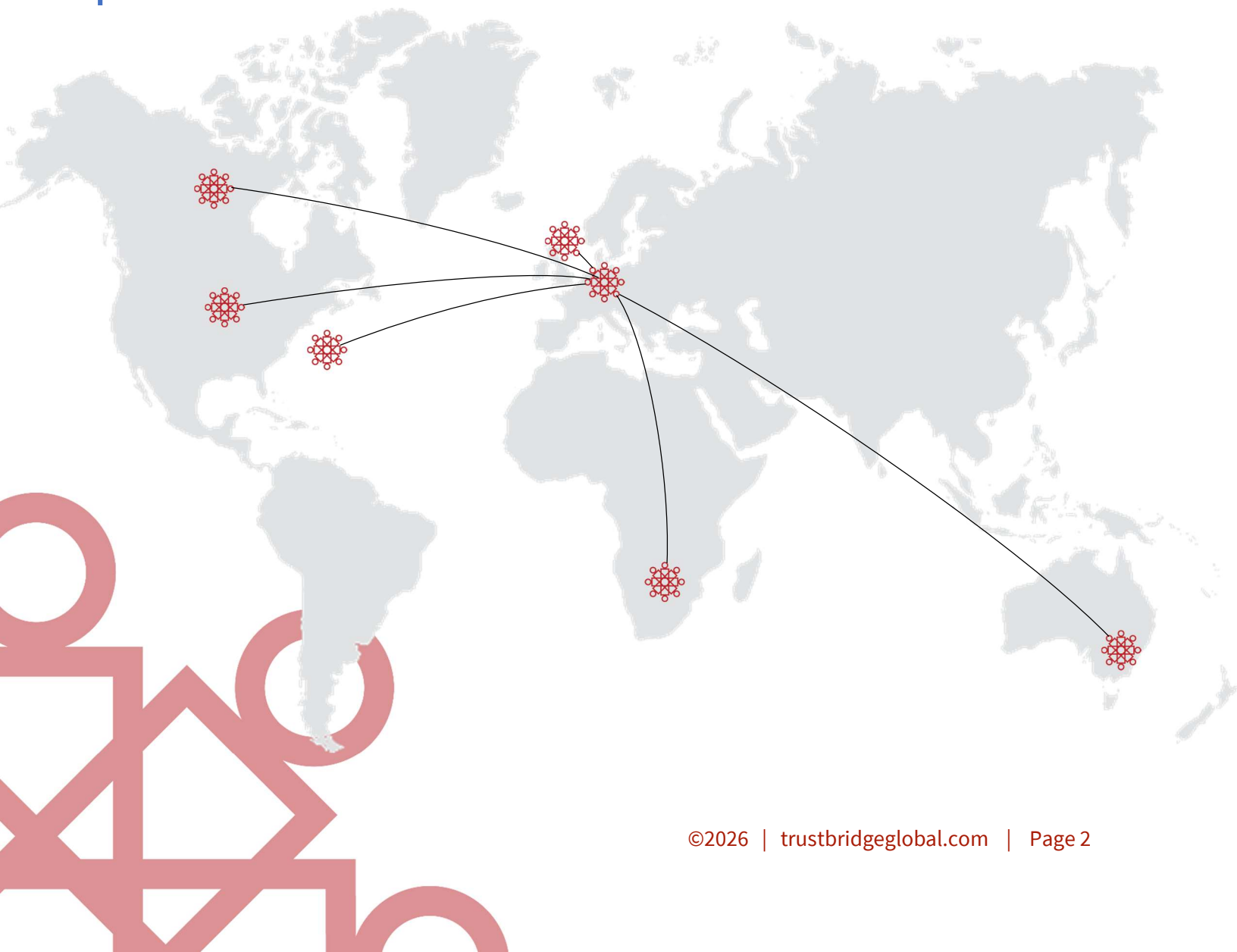
MAKE YOUR
IMPACT ON
THE WORLD

Ministry Officer

TrustBridge Global Foundation is a grant-making foundation based in Switzerland. We receive donations from individuals and entities all over the world and process and send grants to charities almost anywhere.

OUR MISSION IS TO **MOBILISE RESOURCES**
BY **MAKING GLOBAL GIVING EASY.**

WE DO THIS BY CREATING A **GLOBAL**
NETWORK OF GENEROUS COMMUNITIES.



Imagine anybody giving to any charity anywhere with just a few clicks. We believe that radically improving cross-border giving will change the world.

OUR VISION IS THAT **CHARITIES**
EVERYWHERE HAVE ALL THEY NEED TO
ACCOMPLISH THEIR MISSION.



There are trillions of dollars, euros, and yen in the hands of generous people around the world, more than enough to make a significant difference in the lives of people around the world – TrustBridge will get those resources moving.





Put People First

The world tells us that we need to decide between benefiting ourselves or benefiting others. In all situations, we will choose to apply the Golden Rule and treat others as we would like to be treated. We put people first and lean into generosity. People are more important than dollars.

Trust Our People to Act

We believe in our people – their gifts, skills, and worth – and therefore we trust our people. We are self-starters and take action without waiting to be told. But not necessarily on our own – we listen and collaborate. We provide everyone with the training, strategic clarity, and radical information sharing necessary to make wise decisions.

Find a Way to Say Yes

Our team is comprised of some of the smartest, most gifted people around. We believe our clients deserve maximum effort and creativity applied towards the accomplishment of their goals. While we always need to consider costs and potential risks, we should exhaust every reasonable alternative before we say “no, we can’t do it”.

Move as Fast as Possible, but Not Faster

In serving clients, time is of the essence. Non-profit charities should not operate at a lower standard than for-profit businesses. We strive for world-class responsiveness to client needs, while not compromising compliance with applicable laws and regulations, or our standard of excellence. Additionally, as we innovate, we move those solutions into production with real world urgency.

TrustBridge maintains a globally distributed workforce with team members in Switzerland, the United States, India, Malaysia, the Philippines and more.

THE FOLLOWING OPPORTUNITY IS FOR A **MINISTRY OFFICER** WITH A FOCUSED SET OF RESPONSIBILITIES.

DESIRED OUTCOMES

Someone excelling in this position will:

- **Strengthen Operational Execution of Ministry Programs**
Provide hands-on coordination and implementation support for TrustBridge's internal and external ministry initiatives. The outcome is ministry programs that are well-organized, sustainable, scalable, and consistently executed.
- **Support Staff Care and Development**
Assist in fostering a Christ-centered work culture through employee engagement, mentorship coordination, prayer initiatives, and personal development support. The outcome is a supported, encouraged, and spiritually healthy workforce.
- **Coordinate Global Prayer and Ministry Activities**
Help organize and maintain the operational rhythms of TrustBridge's global prayer initiatives, volunteer ministry teams, and discipleship activities. The outcome is strong participation, communication, and continuity across regions and teams.
- **Build Ministry Systems and Accountability**
Develop workflows, reporting systems, calendars, documentation, and ministry processes that improve execution and reduce administrative burden on leadership. The outcome is greater ministry effectiveness with less organizational friction.
- **Serve as a Trusted Leadership Partner**
Act as a strategic and operational partner to the Head of Ministry by helping translate vision into action and ensuring follow-through across ministry priorities. The outcome is a healthier leadership structure with greater long-term sustainability.

JOB SUMMARY

Internal Ministry Responsibilities

- Staff Engagement & Care
 - Coordinate ministry initiatives focused on employee encouragement, engagement, and spiritual care.
 - Support the “Dream Manager” program — a workplace development program that helps employees identify, pursue, and achieve their personal and professional dreams so they become more engaged, fulfilled, and motivated in both life and work.
 - Help facilitate mentorship, coaching, and development opportunities for staff.
 - Assist in identifying staff care needs and coordinating appropriate support systems.
- Volunteer & Committee Coordination
 - Provide operational leadership, support, and follow-through for ministry-related committees and initiatives, including but not limited to:
 - Monday Devotions and Prayer Committee
 - Employee Assistance Fund Steering Committee
 - Sambayanihan / volunteering initiatives
 - Internal discipleship and spiritual formation activities
 - Responsibilities include: scheduling, communications, meeting coordination, follow-up tracking, volunteer onboarding, and implementation support.

External Ministry Responsibilities

- Prayer Ministry Operations
 - Assist in coordinating TrustBridge’s global prayer movement and ministry engagement efforts.
 - Help organize prayer gatherings, communication updates, intercessory initiatives, and regional participation.
- Ministry Partnerships & Initiatives
 - Support operational coordination of TrustBridge charitable ministry initiatives and ministry-related grantmaking efforts.
 - Assist with ministry project tracking, reporting, communication, and coordination with partner organizations.
- Administrative & Operational Leadership
 - Assist in ministry planning, budgeting, scheduling, reporting, and documentation.
 - Develop systems that improve ministry efficiency and accountability.
 - Coordinate ministry calendars, task management systems, and project timelines.

- Prepare reports and updates for ministry leadership discussions.

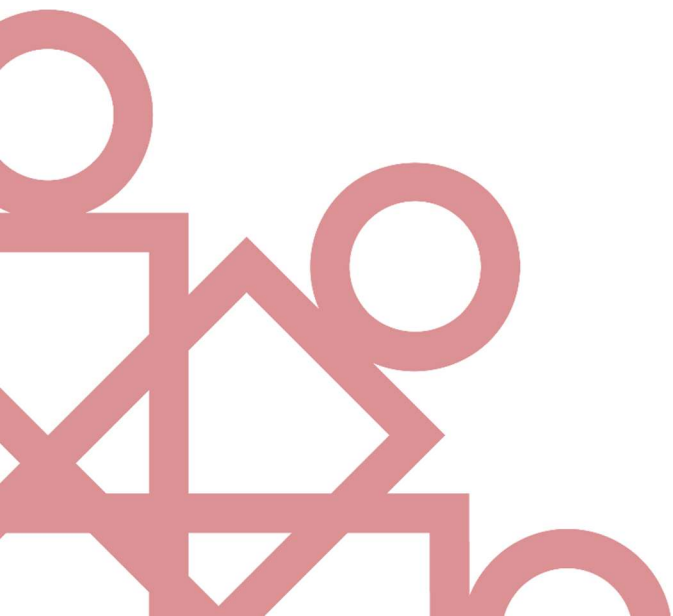
EDUCATION, TRAINING, AND EXPERIENCE

- Experience in ministry leadership, pastoral care, discipleship, nonprofit leadership, or organizational development.
- Experience coordinating teams, volunteers, programs, or cross-functional initiatives.
- Experience in training, mentoring, coaching, or employee development is preferred.
- Strong administrative and operational management capability.
- Cross-cultural ministry or international organizational experience is preferred.

WORK ENVIRONMENT AND MENTAL REQUIREMENTS

- Ideally the workday would run from roughly 1600 – 0100 to maximize the overlap with European and US Eastern Time work hours.
- Most of the work is computer based.
- Ability to communicate and exchange information, collect, compile, and prepare work documents, as well as set up and maintain work files.
- Willingness to work more than 8 hours per day, as needed; ability to handle pressure during peak periods during the year, availability to handle issues outside of normal working hours.
- Benefits include paid time off, paid holidays, and annual bonus. May also include employer contributions to health insurance and retirement benefits.

Contact (recruiting@trustbridgeglobal.com) to find out more.





GIVING | IMPACT | GLOBAL