



## Ministry Description

**Title:** Corporate Relations Representative  
**Department:** Corporate Relations  
**Reports to:** Senior Director - Corporate Relations

**Schedule:** Regular, full-time  
**FLSA:** Exempt

### Ministry Function:

The Corporate Relations Representative works to further the ministry of Convoy of Hope by securing unrestricted financial contributions for the general fund as well as restricted program donations.

### Essential Duties and Responsibilities:

	<i>Time</i>	<i>Frequency</i>	<i>Description</i>
1.	10%	Ongoing	Nurture relationships with existing corporate donors and major individual donors through personal contact, emails, letters, and phone calls.
2.	50%	Ongoing	Research, identify, and secure new donor relationships with corporations and high potential major donors.
3.	15%	Ongoing	For Outreaches located in your region, serve as a fundraising consultant to the local leadership and assist them in their fundraising efforts.
4.	5%	Ongoing	Identify potential private foundation opportunities and work with Convoy of Hope's Grants Manager to submit applications to targeted foundations.
5.	5%	Ongoing	Host special events from time to time in order to generate new relationships for Convoy of Hope.
6.	10%	Ongoing	Recruit corporate leaders and major donors for special events such as "Hope Walk" or "Founder's Circle"
7.	5%	As needed	Take on special projects as needed

### Required Knowledge, Skills, and Abilities:

1. Excellent interpersonal communication skills and ability to quickly build rapport with a variety of constituencies.
2. Bachelor's degree preferred
3. Strong verbal skills to share the vision of Convoy of Hope and to motivate donors to action.
4. Strong problem-solving skills and ability to remain calm under pressure, maintain tact in difficult situations.
5. Strong organizational skills, ability to be detail oriented and to follow through.
6. Ability to manage quotas & deadlines.
7. Ability to use a PC and software programs, including but not limited to Microsoft Office applications.
8. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.

### Supervisory Responsibilities:

There are no current supervisory responsibilities, but this position will potentially have future supervisory duties.

**Created: Feb. 24, 2010**