



MINISTRY DESCRIPTION

Title: Speakers Bureau Director
Department: Development
Reports to: Vice President - Development

Schedule: Regular, Full-time
FLSA: Exempt

Ministry Function:

To generate more speaking opportunities for Convoy of Hope leaders, subject matter experts, and non-staff "Friends of Convoy". These additional opportunities will fuel the growth of Convoy's brand, raise additional funds, and increase awareness for the work of Convoy.

Essential Duties and Responsibilities:

1. Create a comprehensive strategy for the Convoy of Hope Speaker's Bureau
2. Act as Convoy of Hope's booking agent to secure strategic speaking opportunities for members of the Convoy of Hope Speaker's Bureau.
3. Ensure that speakers are properly resourced for successful speaking engagements. Resources may include video assets, on screen graphics, and campaign materials (One Day & feedONE).
4. Help manage the expectations of churches when a Convoy of Hope speaker is booked to ensure that Convoy of Hope will gain appropriate ROI on each opportunity.
5. Gather photos and information on each speaker to create Speaker Bio's.
6. Work with Development leadership to establish booking criteria for each speaker.
7. Work with Communications to create and maintain the Speaker's Bureau section on Convoy of Hope's website.
8. Work with Development leadership to update policies & procedures on honorarium's and travel reimbursement as needed.
9. As a member of the Development Team, work collaboratively with members of Partner Relations, Church Relations, and Corporate Relations to introduce new Churches, Major Donors, and Businesses to the work of Convoy of Hope.
10. All other duties as assigned.

Required, Knowledge, Skills, and Abilities:

1. Bachelor's degree preferred, High School diploma or equivalent required.
2. 2+ years experience working with pastors and churches.
3. Ability to use a PC and software programs, including Gmail, Word, Excel and PowerPoint.
4. Strong organizational skills for handling several projects at one time. Must be detail-oriented with the ability to follow through without direct supervision.
5. Excellent interpersonal communication skills for dealing with contractors, vendors, and donors.
6. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry
7. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.

8. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities:

This position has no direct supervisory responsibilities

Created: November 6th, 2016