



MINISTRY DESCRIPTION

Title: Strategic Advisor to the President
Department: Executive
Reports to: Chief Operating Officer

Schedule: Regular, Full-time
FLSA: Exempt

Ministry Function:

This position supports the ministry of Convoy of Hope, reporting to the Office of the President. The primary purpose and function is to support the President and Chief Operating Officer in strategic planning and support in the areas of communications, media and development.

Essential Duties and Responsibilities:

1. Works with the Office of the President to explore opportunities in local and national television markets.
2. Studies and recommends potential national media opportunities to the Office of the President.
3. Reviews current and recommends direct mail opportunities through collaboration with communications, development and business solutions teams.
4. Studies and recommends a comprehensive integrated marketing strategy and presents to the Office of the President.
5. Collaborates with the Global Training team to further develop the Global Training Initiative.
6. Recreates the strategy and development of the platform for Friday Night rallies at Community Events.
7. Conducts initial and ongoing audits of the Development Department.
8. Assists in special projects as directed by the Office of the President.
9. All other duties as assigned.

Required Knowledge, Skills, and Abilities:

1. Bachelor's degree or equivalent experience required.
2. 10+ years experience in media, communications or development fields.
3. Excellent written and verbal communication skills.
4. Ability to collaborate and influence teams.
5. Strong organizational skills.
6. Position to be located at Convoy of Hope World Headquarters.
7. 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.
8. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
9. 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: None at this time.