



MINISTRY DESCRIPTION

Title: Partner Relations Director
Department: Development
Reports to: Partner Relations Regional Director

Schedule: Regular, Full-time
FLSA: Exempt

Ministry Function:

The Partner Relations Director assists the development team in cultivating purposeful relationships with a network of high-capacity donors who give major gifts in support of Convoy of Hope's programs and ministry.

Essential Duties and Responsibilities:

1. Nurture relationships with existing major individual donors through personal contact, emails, letters, and phone calls.
2. Identify and cultivate relationship with new high capacity donor prospects.
3. Research existing mid-level donors, identify those with the potential to become major donors and through relationship increase their giving levels.
4. Recruit major donor prospects for participation at special events and vision trips.
5. Assist with special events designed to generate new relationships for Convoy of Hope.
6. All other duties as assigned.

Required Knowledge, Skills, and Abilities:

1. Bachelor's degree preferred; High School diploma or equivalent required.
2. Previous experience in major gift fundraising preferred.
3. Demonstrated love for the poor through giving, volunteering or other examples.
4. Aptitude for learning strong phone skills, email writing skills, writing proposals, storytelling and sharing data and results.
5. Willingness to train and learn ways to be successful in building donor relationships.
6. Demonstrated history of strong follow-through.
7. Unafraid to ask questions or ask for donations.
8. Goals and results-oriented.
9. Excellent interpersonal communication skills and ability to quickly build rapport with a variety of constituencies - both articulate and strong listener.
10. Strong verbal skills to share the vision of Convoy of Hope and to motivate donors to action.
11. Strong problem-solving skills and ability to remain calm under pressure, maintain tact in difficult situations.
12. Strong organizational skills, ability to be detail oriented and complete projects in a timely manner.
13. Ability to manage quotas and deadlines.
14. Ability to use a PC and software programs, including, but not limited to Microsoft Office applications.
15. Ability and willingness to travel, often on short notice.
16. Willingness to work evenings, weekends as necessary to interact with major donors and potential donors.
17. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.

18. 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:

There are no current supervisory responsibilities.

Created: November 4, 2013

Revised: February 18, 2016

Revised: August 6, 2018