



MINISTRY DESCRIPTION

Title: Church Relations Director
Department: Development
Reports to: Church Relations Architect

Schedule: Regular, full-time
FLSA: Exempt

Ministry Function:

The Church Relations Director supports the ministry of Convoy of Hope by working with the Church Relations Team and Development to build relationships with pastors and churches; generate financial resources, awareness and advocacy, Convoy of Hope volunteerism, and Convoy of Hope program partnership. The Director serves the organization as a credentialed minister, speaks on behalf of the organization at churches and events, administers sacraments and conducts religious worship.

Essential Duties and Responsibilities:

1. Develop and implement a comprehensive Church Relations strategy for your assigned relationships to include direct mail, email, face-to-face interaction, denominational and network strategies and strategic partnerships.
2. Work directly with the Executive Director – Church Relations, pastors and other Reps and Liaisons in your region, and ensure appropriate invitations are made for events throughout the year.
3. Manage and actively engage with a personal portfolio of church donors, vertical markets and networks including personal cultivation, solicitation, closing of gifts, and stewardship.
4. Manage contact lists in special and vertical markets.
5. Follow up new contacts and leads from special events, conferences, conventions, and vertical market networks.
6. Responsibly maintain and operate within an established budget.
7. Meet or exceed established fundraising goals and key performance indicators on an annual basis.
8. Perform sacerdotal functions as requested by Convoy of Hope staff, volunteers, or others at both the Convoy of Hope offices and in the field.
9. Conducts worship services.
10. On the field, as both a representative of Convoy of Hope and the partner ministries, provides regular devotional and prayer for Convoy of Hope workers and spiritual counseling.
11. Provides spiritual counseling to Convoy of Hope staff and volunteers if requested.

Required Knowledge, Skills, and Abilities:

1. Bachelor's degree preferred; high school diploma or equivalent required.
2. Ordained, licensed, or commissioned minister required.
3. 3+ years' experience in a pastoral role required.
4. Ability to use a PC and software programs, including but not limited to Microsoft Outlook, Word, and Excel.
5. Strong organizational skills for handling several projects at one time.

6. Excellent interpersonal communication skills for dealing with pastors and other leaders.
7. Strong written communication skills.
8. Excellent presentation skills for casting vision and communicating needs.
9. 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.
10. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
11. 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.
12. Has no other employment or conflicts of interest that would distract from his/her main responsibilities at Convoy of Hope unless by written approval, per Convoy of Hope's conflict of interest policy.

Supervisory Responsibilities: None at this time.

Created: May 16, 2018

Updated: May 24, 2019