

Ministry Relations Specialist

Description/Purpose

The Ministry Relations Specialist serves as a primary liaison for building and maintaining relationships with churches and ministry leaders on behalf of the Crisis Pregnancy Center of Tidewater (CPC) to help fulfill CPC's mission of saving lives, sparing hearts, and furthering the gospel of Jesus Christ in South Hampton Roads. He/she will report to the Vice President of Campaign Management.

Responsibilities

The successful candidate will:

- Maintain, build, and strengthen existing relationships with pastors and churches on behalf of CPC.
- Develop means to establish and grow new relationships with pastors and churches on behalf of CPC.
- Follow the current church relationship development process and look for ways to improve/refine the process.
- Stay aware of each assigned church's past and present involvement with CPC.
- Spend time with pastors and ministry leaders to learn about them and their ministries.
- Be prepared at all times to represent CPC's positions on various aspects of ministry, policy, philosophy, and procedure.
- Understand the beliefs/current happenings within varying denominations.
- Get to know each assigned church's structure, ministries, staff/leaders, and mission causes the church supports.
- Attend mission fairs, church/pastor networking events, etc.
- Complete and submit missions support applications with churches as needed.
- Lead tours of the office/clinic with pastors and ministry leaders.
- Stay up-to-date on current happenings around the U.S. and in Virginia in regards to abortion laws, movements, etc.
- Know the Keim Centers service/ministry processes and procedures.
- Have an understanding of the various abortion processes and how they work.
- Provide timely reporting of any issues or problems with any church relationship to the Vice President of Campaign Management as needed.
- Provide support and assistance with planning, promoting, and implementing campaigns and prioritized activities.
- Participate in organization-wide planning and development activities as needed.
- Contribute to overall team efforts by setting appropriate deadlines and ensuring effective communication.
- Work with vendors, service providers, and volunteers as needed.
- Document and keep detailed records of each meeting with any pastor or ministry leader, as well as of any events each church or ministry participates in.
- Perform other duties as assigned, dependent on organizational needs and employee skills.

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Qualifications

Spiritual/Personal

The successful candidate will:

- Have a personal, vital, and growing relationship with Jesus Christ and exhibit a Christ-centered life.
- Be an active and committed part of a local church body.
- Be in complete agreement with CPC's doctrinal and mission statement.
- Be self-motivated and well-ordered in his/her personal life.
- Have a warm, gentle, and hospitable spirit for the family of CPC.
- Embrace CPC's values and the behaviors that support those values.

Professional

The successful candidate will:

- Demonstrate the ability to establish and maintain effective relationships and partnerships with key stakeholders.
- Exhibit strong writing and oral communication skills.
- Exhibit strong internal and external relationship building skills.
- Exhibit solid organizational and analytical skills.
- Demonstrate the ability to manage multiple projects, priorities, and deadlines simultaneously.
- Have the ability to excel in a fast-paced, changing, and challenging environment.
- Be proficient in Microsoft Office products.

Education/Experience

The successful candidate will:

- Possess at least a BS/BA (or equivalent experience).
- Have a minimum of 3 years of demonstrated experience working with church leaders.

Schedule

The Ministry Relations Specialist is a part-time position. The position may be approved for remote working opportunities contingent upon the demonstrated responsibility of the employee and the needs of the ministry. The Ministry Relations Specialist will be expected to be available during normal office hours each weekday, but some nights and weekends may be required.