

## **Description/Purpose**

The Community Relations Specialist serves as a primary liaison for building and maintaining relationships with individual donors, businesses, and other supporters on behalf of the Crisis Pregnancy Center of Tidewater (CPC). He/she will work with department heads, staff, vendors, and volunteers to foster meaningful relationships with individual donors, businesses, and supporters that will generate both financial and practical engagement 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 Community Relations.

## **Responsibilities**

The successful candidate will:

- Maintain, build, and strengthen existing relationships with individual donors, businesses, and supporters on behalf of CPC.
- Develop means to establish and grow new relationships with individual donors, businesses, and supporters on behalf of CPC.
- Follow the current donor relationship development process and look for ways to improve/refine the process.
- Maintain contact and timely follow-up with individual donors, businesses, and supporters through phone calls, meetings, email, and other correspondence to strengthen and grow their engagement with the ministry and create next-step relationship opportunities to meet specific, measurable goals.
- Be prepared at all times to represent CPC's positions on various aspects of ministry, policy, philosophy, and procedure.
- Attend CPC and other events to interact with existing and potential donors and supporters.
- Lead tours of the office/clinic with individual donors, businesses, and supporters.
- 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 individual donor, business, or supporter relationship to the Vice President of Community Relations 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 individual donor, business, or supporter, as well as of any events each individual donor, business, or supporter participates in.
- Perform other duties as assigned, dependent on organizational needs and employee skills.

## **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 experience in sales, account management, or donor relations.
- Have public speaking experience.

## **Schedule**

The Community 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 Community Relations Specialist will be expected to be available during normal office hours each weekday, but some nights and weekends may be required.