

MINISTRY RELATIONS MANAGER JOB DESCRIPTION

Description/Purpose

The Ministry Relations Manager serves as a primary liaison for building and maintaining relationships with ministries and ministry leaders on behalf of the Crisis Pregnancy Center of Tidewater (CPC). This individual will work with department heads, staff, vendors, and volunteers to foster meaningful relationships with ministries and ministry leaders in South Hampton Roads that will generate partnership and engagement to help fulfill CPC's mission to save lives, spare hearts, and spread the gospel of Jesus Christ in South Hampton Roads. They will report to the Vice President of Campaign Management.

Responsibilities

The successful candidate will:

- Maintain, build, and strengthen existing relationships with pastors, church leaders, and ministries on behalf of CPC.
- Develop means to establish and grow new relationships with pastors, church leaders, and ministries on behalf of 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.
- Attend mission fairs, ministry/pastor networking events, etc.
- 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 CPC's pregnancy medical clinics' services, ministry processes, and procedures.
- Have an understanding of the various abortion procedures and how they work.
- Provide timely reporting of any issues or problems with any ministry 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.
- 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.

- Be in complete agreement with CPC's mission, Statement of Principle, and Statement of Faith.
- Be self-motivated and well-ordered in their 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 ministry, sales, or account management.
- Have experience and proficiency in preaching/teaching and giving presentations.
- Be able to demonstrate experience working with ministry leaders.

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