

Ministry Relations Specialist

Description/Purpose

The Ministry Relations Specialist 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). He/she will work with senior leadership, staff, vendors, and volunteers to foster meaningful relationships with ministries and ministry leaders in South Hampton Roads that will generate ministry support and missional 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 Community Relations Manager.

Responsibilities

The successful candidate will:

- Maintain, build, and strengthen existing relationships with pastors and ministries on behalf of CPC.
- Develop means to establish and grow new relationships with pastors and ministries on behalf of CPC.
- Pursue and recruit new and existing support churches for CPC campaigns.
- Stay aware of each assigned ministry's past and present involvement with CPC.
- Complete and submit missions support applications with ministries as needed.
- Lead tours of CPC's pregnancy medical clinics and resource centers .
- Provide support and assistance with planning, promoting, and implementing campaigns and prioritized activities.
- Participate in organization-wide planning and development activities as needed.

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 ministry body.
- Be in agreement with CPC's doctrinal and mission statement.

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.
- 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 a high school diploma (required).
- Have experience in customer service, sales, or account management (preferred).

Schedule

The Ministry Relations Specialist is a full-time or part-time position. The Ministry Relations Specialist will be expected to be available during normal office hours each weekday, but some nights and weekends may be required during specific campaigns.

Compensation and Review

Compensation consists of a competitive hourly wage dependent on the qualifications and experience of the successful candidate. Benefits may include:

- Health insurance
- Dental insurance
- Various Aflac plans
- Paid time off (holiday, vacation, and sick leave)
- 403(b) Retirement Plan

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