



## **Community Relations Manager Job Description**

### **Description/Purpose**

The Community Relations Manager serves as the direct supervisor for Community Relations Coordinators. Community Relations Coordinators are the primary liaisons for building and maintaining relationships with individuals, businesses, churches and others in the community to help fulfill the Crisis Pregnancy Center of Tidewater's (CPC) mission to save lives, spare hearts, and spread the gospel of Jesus Christ in South Hampton Roads. The Community Relations Manager leads the Community Relations Team by coaching, training, and holding the Community Relations Coordinators accountable to their primary goals and tasks. The manager will report to the Director of Development.

### **Responsibilities**

The successful candidate will:

- Manage the Community Relations Team in their daily processes and procedures.
- Works with the Director of Development to create goals and hold the team accountable to attain the goals.
- Trains and coaches current processes.
- Looks for ways to refine, create, and establish new processes and procedures.
- Represent CPC's positions on various aspects of ministry, policy, philosophy, and procedure.
- Make presentations and represent CPC to church congregations, small group settings, and other speaking opportunities as they arise around South Hampton Roads.
- Stay up to date on current happenings around the U.S. and in our state and community in regards to life issues.
- Participate in organization-wide planning and development activities as needed.
- Uphold CPC's policies and procedures.
- Support the religious mission of CPC and encourage the spiritual growth of staff and/or clients
- Advocate for the sanctity of human life within the community.
- Be able to share the gospel of Jesus Christ with clients and/or supporters and pray with them as appropriate.
- Lead staff (or participate) in shared prayer and devotions as opportunities arise.
- Work with vendors, service providers, and/or volunteers as needed.
- Perform other duties as assigned, depending on organizational needs and employee skills.

### **Qualifications**

#### *Spiritual/Personal*

The successful candidate will:

- Have a personal, vital, and growing relationship with Jesus Christ and be able to share the gospel.

- Be an active and committed part of a local, gospel-preaching church.
- Have a passion to come alongside families to offer resources that facilitate transformation.
- Be in complete agreement with CPC's Mission, Statement of Principle, and Statement of Faith.
- Be dependable, stable, and capable of committing to this position's responsibilities and duties.
- Believe in the sanctity of all human life from the moment of conception through natural death.
- Exhibit strong interpersonal, spiritual, and administrative skills, take initiative, and be flexible.
- Be self-motivated and well-ordered in their personal life.
- Embrace CPC's values and the behaviors that support those values.
- Have fluidity in schedule for events, tours, and various other commitments that arise.

### *Professional*

The successful candidate will:

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

### Education/Experience

The successful candidate will:

- Possess at least a BS/BA (or equivalent experience).
- Have experience in sales, account management, customer service, and/or donor relations.

### **Schedule**

The Community Relations Manager will be expected to be available during normal office hours each weekday, but some nights and weekends may be required. Known nights/weekends that may be required of this position include:

- Fundraising events
- Appreciation events
- Speaking events
- Tours of CPC's Pregnancy Medical Clinics

## **Compensation and Review**

Compensation consists of a competitive salary dependent on the qualifications and experience of the successful candidate and their employment status. 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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