

Job Title: Church Relations Specialist

Type of Staff: Full Time

Staff Supervisor: Director of Marketing and Communications

JOB OVERVIEW: The church relations specialist establishes, cultivates, and maintains relationships with churches in metropolitan Kansas City, assisting each church to realize its vision to serve the poor and homeless as servants of Christ through the work of Kansas City Rescue Mission. The church relations specialist is supported by the marketing and communications and development teams, including the director of marketing and communications, volunteer manager, donor relations specialist, community engagement specialist, media specialist and director of development.

QUALIFICATIONS

- Must conform to KCRM's *Qualifications for Employment*, support the *Statement of Belief*, and *Mission, Vision and Values* as outlined in the KCRM Employee Handbook.
- Must possess a strong Christian character and be loyal, patient, tactful, pliable, and teachable with a clear conviction and calling to serve the Lord in ministry.
- Must have proven experience in church-related leadership, public relations and fundraising
- Experienced, persuasive and motivational public speaker
- Interest in all aspects of rescue mission work and a dedication to promoting KCRM's fundraising priorities
- Critical thinker able to design and implement a progressive church relations strategy, including relationship-building, record-keeping and quantifiable outcomes.
- Adaptable team player comfortable working in a diverse, creative and fast-paced environment
- Willing to travel in own clean, reliable vehicle
- Able to maintain a flexible work schedule including evenings and weekends
- Experience with Microsoft Office products; comfortable with learning new computer applications

KEY RESPONSIBILITIES

Strategic Planning and Management

- Works with directors of marketing communications and development to design a church relations strategy aligning each church's vision and needs with KCRM's vision and needs
- Develops quantitative and qualitative goals for church relations (i.e., # new churches reached; # lapsed donor churches regenerated)
- Develops a computer-based record-keeping system, including calendar, project management, church profiles, engagement summary, etc.; inputs financial and other data in Donor Perfect database; determines effective ways to monitor systems

- Collaborates with marketing communications and development teams to develop materials, messaging, projects, events, etc., to engage and retain churches' loyalty

Church Engagement

- Manages relationships with churches, identifying, qualifying, cultivating, soliciting and stewarding them in their partnerships with KCRM
- Works with and in support of the development team, executive team, volunteers, and other KCRM representatives to cultivate and solicit churches for organization-wide priorities
- Works with the marketing communications and development teams to develop volunteer, in-kind, fundraising and other projects that provide opportunities for introducing, cultivating and sustaining long-term relationships built on a mutual desire to reach out to the lost and hurting
- Works with churches to provide speakers, tours, projects, events, etc. Schedules speaking dates and other engagement opportunities for approved speakers
- Follows up, records, and designs next steps for continued engagements

COLLABORATION

- Participates in regular meetings of marketing communications and development teams
- Assists with special events and projects initiated by the marketing communications and development teams