

URBANPROMISE MINISTRIES JOB POSTING

Position: Church and Donor Relations Manager

Department: Development

Reports to: Director of Development

Salary Range: \$35,000-\$42,000

Position Summary:

Identifies, cultivates, solicits, and stewards churches; serves as development liaison between both staff and churches; supports overall fundraising and development activities including management of in-kind contributions, coordinating special activities that engage the donor community, and logistical support for events and other donor engagement activities.

Essential Job Functions:

1. Cultivate relationships with existing churches and attending individuals, motivating them to maintain and increase their level of participation through targeted visits, communications, activities, and personal solicitations
 2. Identify new church audiences to form long-term relationships, with special focus with the *untapped* churches of: staff, board members, current donors and workgroups.
 3. Connect churches with areas of our ministry with the goal of creating long-term partnerships. Plan and coordinate on-campus activities with churches including pastors' luncheon, tours, and service activities.
 4. Work with all departments at UrbanPromise to develop and strengthen systems and participation required to support UrbanPromise's Development/Church Plan including creating an Ambassador Team of people to represent Urban Promise in church visits and speaking engagements.
 5. Coordinate all logistics related to church visits, mission meetings, and other church-based activities including the coordination of talent within UrbanPromise to perform at local churches and groups. Including: speakers bureau, choirs, special art exhibits, and other talent.
 6. Manage the Partner Program to include cultivating donors, pairing donors to students, and organizing communications (student profiles, Christmas cards, teacher notes).
 7. Create and organize 2 Partner Day events in conjunction with the schools' principals and teachers.
 8. Coordinate activities that engage community of donors (church and otherwise) with UrbanPromise including the alternative gift market, Back to School drive, Christmas gift drive, Christmas caroling, and third-party events.
 9. Provide daily support within the development office for donor engagement, service related activities, events, donor stewardship, and communications.
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Essential Job Requirements:

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EDUCATION Bachelor's Degree Required

EXPERIENCE

- Church Relations and Donor Manager should have experience in building long-term authentic relationships.

REQUIRED SKILLS

- Highly relational person
 - Exceptional understanding of church communities
 - Exceptional writing and editing skills and careful attention to detail.
 - Superb organizational skills, creativity, and self-motivation.
 - Strong relational skills that will support work to engage program participants, interns, staff, donors, church leaders, parishioners, etc. and to facilitate relationship-building across among these groups
 - Ability to successfully manage external relationships and work with colleagues at all levels.
 - Ability to work effectively under pressure while managing multiple projects with competing priorities and deadlines.
 - Must have a valid driver's license.
 - Must be able to travel regularly within Southern and Central NJ and Eastern PA and occasionally to other areas of the country.
 - Must be able to work on weekends (mostly Sundays) and occasional weekday evenings (as needed).
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PREFERRED SKILLS

Excellent computer skills including Microsoft Office as well as Adobe Creative Suite and database programs. DonorPerfect experience is a plus.

3 years of relevant development experience

PHYSICAL REQUIREMENTS

Lift up to 30lbs
