



**Care Net**

OF PUGET SOUND

Pregnancy & Family Services

*Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms. 1 Peter 4:10*

### **Job Description**

#### **Church Relations Director – West Pierce and Kitsap Counties**

**Scope of work:** The Church Relations Director assists in locating new churches and initiating relationships with Care Net of Puget Sound and maintaining relations with existing supporting churches. This position will assist the Development Director with businesses and donors providing awareness of the ministry and of program services. The essential function of the Church Relations Director will benefit donor and client marketing and promote a positive image of Care Net. The Church Relations Director assists in the increase in people serving the organization and the number of people utilizing Care Net's services. This person furthers the religious mission of Care Net of Puget Sound by promoting the Sanctity of Human Life.

**Reports to:** Vice President of Church and Donor Relations

**Work Location:** External, Remote Worker and site visits to new and supporting churches in service area.

**FLSA (Fair Labor Standards Act) Status and Job Classification:** Full Time, Non-Exempt; 30 hours per week

**Data Classification:** IV

**Work Schedule:** Determined by the Vice President of Church and Donor Relations

**Service Area:** West Pierce/Kitsap County

**Salary:** \$21 - \$22 per hour

**Benefits:** Paid vacation, sick time, holiday pay, 401K Retirement Program after 90 days of employment. Medical Benefits Program after 30 days of employment.

#### **Qualifications:**

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord and is an active member of a Bible believing church.
2. Exhibit strong commitment and dedication to the biblical teachings of the sanctity of life and marriage.
3. Agree with and be willing to uphold the Statement of Principle, Statement of Faith, and policies of the organization.
4. Dependable, stable, and capable of following through on commitments.
5. Expresses a sincere desire to reach out to abortion-vulnerable and abortion-minded women.
6. Would never refer or advise a woman to have an abortion.
7. Ability to respect confidentiality.
8. Bachelor's Degree, preferably in a related field or related experience equivalent. Experience with non-profit development and involvement with a successful development program.
9. Strong understanding of fundraising and a demonstrable knowledge of development, communications, and marketing.
10. Self-starter.
11. Demonstrated success in relationship building.
12. Visionary. Highly motivated, takes initiative, energetic, creative, flexible, dependable/reliable, team player.
13. Able to provide spiritual leadership and support to the staff and volunteers of Care Net of Puget Sound.

#### **Essential Functions:**

1. Church Relations
  - a. Seeks out new churches in assigned area.
  - b. Introduces and begins relationships with new and existing churches in the community who need to be aware of the services and programs offered by Care Net of Puget Sound. Will ensure that church leadership has been introduced to the area's center director.
  - c. Will follow up with new church contacts promptly and as directed by the VP of Donor and Church Relations.
  - d. Recruits volunteer Church Liaison or the primary contact of the church for ongoing communications.
  - e. Will ensure that referrals for program services requested by churches are given to the area's Center or Program Director promptly.
  - f. Will help arrange meetings between the church and the VP of Donor and Church Relations, Development Director /Executive Director regarding financial support.
2. Business/Donor Relations

- a. Increase awareness for the benefit of both donor and client marketing and promote a positive image of Care Net within the business community.
  - b. Utilizes “Transformational” development techniques when relating to churches and businesses.
  - c. Will follow up with business contacts promptly and as directed by the VP of Donor and Church Relations.
  - d. Assists in strategies and activities for donor cultivation, and relations.
  - e. Assists with capital campaigns as required.
  - f. Supports the VP of Donor and Church Relations in representing Care Net’s needs, accomplishments and relationships to donors and area businesses.
  - g. Will refer major donors and the Development Director/Executive Director regarding financial giving.
  - h. Assists in weekly donor appreciation calls.
  - i. Assists Director of Development in other tasks when called upon.
3. Team Responsibilities
- a. Works with the development team to design, implement and manage fundraising activities.
  - b. Works closely with Development Team to assess development needs and overall fundraising plan for service area.
  - c. Assists with Baby Bottle Campaign, Sanctity of Human Life Sunday, and other ministry events.
  - d. Provides internal development staff with updated donor/church contact information and related church liaison/primary church contact information to insure quick connections for communication mailings and updates.
  - e. Maintains accurate history recordkeeping keeping current church and business records in ETapestry Donor Software: journal entries and Community Connections reporting.
  - f. Attend required Mission Increase Foundation Seminars or Webinars, monthly team meetings and required staff meetings as scheduled.
4. Physical Requirements and Work Environment
- a. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
    - i. The employee is regularly required to use hands to finger, handle, or feel; talk, hear, taste or smell. The employee is frequently required to stand, walk, reach with their hands and arms, and maintain physical balance. The employee is occasionally required to sit and stoop. The employee is rarely required to kneel, crouch or crawl. The employee will regularly lift and or move items up to 10 lbs. The employee will sometimes lift and move up to 30 lbs. Vision requirements include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. The employee must be able to operate a motor vehicle.
  - b. The work environment described is representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.
    - i. The employee is a remote worker with job requirements either taking place at a home office or traveling to meetings and appointments. Self-motivation and good organizational skills are necessary. Employees might feel disconnected from the rest of the team and will need to try to maintain communication and stay connected to the progress of the development team and its goals.
5. Image
- a. As a representative of Care Net, whether at the Center or in your own time, your actions and appearance will be reflected on the ministry. It is important to be mindful of your service to Jesus Christ in all that you do, as you reflect Christ to others.

Care Net Staff members adhere to the mission of Care Net of Puget Sound, its Statements, Operations, and the Policy and Procedures of the organization.