Church Partnership Representative

Organizational Information:

Region: Americas
Field Service Location: Cary
Department: Major Donor Development
This position reports to: Director, Church Partnerships
Classification: Full time, Supported Missionary
Personnel Type: Exempt
Team Memberships: Development

Purpose and Scope of the Role:

To assist the US church in connecting their global outreach calling in media and mission with the needs and vision of TWR’s global partner/church network.

Duties / Responsibilities:

1. Maintain existing TWR church relationships and foster trust to encourage deeper participation and partnership

   **Expected Outcome:** Encourage and increase current church donations and participation

2. Present TWR’s media ministry and projects to US churches

   **Expected Outcome:** Ten new TWR church partnerships per year that result in new prayer and financial support

3. Increase the number of churches who receive TWR materials (whether by mail, e-mail, social media or other means)

   **Expected Outcome:** Through follow-up and/or research: identify, contact and distribute TWR material to 50 new churches per year

4. Assist the HR department by introducing new missionary appointees to TWR church partners and introduce potential recruits to TWR

   **Expected Outcome:** HR receives 5 preliminary questionnaires per year from new candidates

5. Keep current administrative records

   **Expected Outcome:** All contacts and their associated information be kept current in the existing database applications (Salesforce, Raiser’s Edge, etc.)
Experience Requirements:

- Cross-Cultural experience
- Experience as a pastor or elder/deacon of global outreach
- Fundraising training, experience and/or certifications
- Business management and/or administrative training

Working Conditions:

- Effectively perform duties while traveling locally or nationwide (maximum 100 days annually)
- Able to manage a flexible schedule which could include some nights and weekends

Qualifications and Core Competencies required:

Core Competencies:

- Able to listen to others to hear and enable their God-given agendas
- Able to build trust with potential churches and individuals
- A passion for the local and global Church
- Ability to motivate others
- Flexible and accommodating to meet the ever-changing outlook and opinions of local churches
- Understanding of the relationship between finances, global outreach and biblical stewardship
- Conduct all business in a professional manner that positively reflects on the image of TWR

Qualifications:

- Excellent communication skills for written, verbal and public presentation
- Able to raise and maintain required personal support
- Working knowledge of Microsoft Office suite of applications
- Able to learn and acquire new computer databases and applications

Mission Requirements:

- Fulfills all the application requirements of the Sending Agency
- Demonstrates a mature, passionate spirituality and a growing relationship with the Lord
- Committed to TWR’s Mission Statement, Core Values and Statement of Faith
- An active member in an evangelical church
- A sense of God’s calling to TWR’s ministry

Supervisor Approval: ___________________________  Date: ____________

Employee Acknowledgement: ___________________________  Date: ____________

The job description outlined above is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee. Supervisors may assign other duties as deemed appropriate.