



This job description reflects the management's assignment of essential function; it does not prescribe or restrict the tasks that may be assigned.

MANAGER OF PARTNER RELATIONS

REPORTS TO: Director of Partner Relations

SUMMARY

The Manager of Partner Relations will be the primary person in charge of leading the fundraising event plans and church partner relations. He/ she is responsible for developing, implementing and maintaining an integrated strategic fundraising event plan and church relations strategy to broaden awareness of the mission and activity of WRMCSN and to strengthen the organization's mission across key stakeholder audiences.

ESSENTIAL FUNCTIONS

GENERAL RESPONSIBILITIES

- Builds strong church relationships through cultivation and stewardship with individuals, pastoral staff, and ministry leaders.
- Oversees church communication strategy including; advertising, event marketing, partner relations, social media messaging and public relations.
- Responsible for the coordination of WRMCSN's church liaison program including recruitment, training, management and retention of liaisons.
- Responsible for launching, managing and enhancing a new initiative for the establishment of Church Pro-Life Ministry Groups that will be planted in partnering churches throughout southern Nevada.
- Participate in public speaking engagements for the purpose of education, increased awareness and to solicit participation in special events.
- Responsible for CRM management, accuracy and utilization of technology.
- Assumes responsibilities for annual event and church relation plans, budgets, reports, and evaluation and oversight of outcome tracking systems; prepares annual stratagem to corresponding budget outlining revenue and expenses; monitors progress against goals and produces monthly reports.
- Direct successful fundraising event and ensure new prospects from event participation are identified and cultivated.
- Create reports for the Director of Partner Relations as requested to support development activities.
- All employees are expected to participate in fundraising and volunteer recruitment activities.
- Duties and work are often outside of typical business hours and assigned schedule, and flexibility is required.

MANAGERIAL RESPONSIBILITIES

- Develop fiscal requirements and prepare budgetary recommendations for WRMCSN events. Ensure set goals are met.
- Create, manage and update annual strategic plans for each event.
- Develop, train and support the Event Coordinator.
- Oversee volunteer recruitment, initial training, management, ongoing development and education and retention for the partner relations department.
 - Establish a process to regularly meet internal organizational needs by developing a volunteer leader program to support operations requirements of every area of need.
 - Develop a “skill-based” professional group of volunteers to meet the unique needs of a growing organization.
 - Report on demand fulfillment and recruitment goals quarterly and annually.
- Develop and execute metrics and reporting program, to include reporting on recruitment goals, demand fulfillment, volunteer-donor status, volunteer hours of key partners, value of volunteer hours, etc.
- Collaborate with cross departmental teams to ensure event goals are actualized.

EDUCATION AND EXPERIENCE

- Bachelor’s degree in Communications, Business or related field from a four year college or university; plus two (2) years of event planning experience and/or training; or equivalent combination of education and experience.
- Proven experience in developing an effective marketing plan for events and proven results in meeting significant sales/fundraising goals.
- Demonstrated ability to write strategic communications pieces for an organization, including appeal letters, newsletters, social media content, etc.
- Public speaking and presentation skills required.
- Experience with Bloomerang or equivalent CRM management system is desired.
- Community involvement a plus.
- Must have valid driver’s license and current insurance for light to moderate local travel.
- Must be willing to complete a background check.

SKILLS & QUALIFICATIONS

Character Expectations and Requirements

- An active, growing personal relationship with Jesus Christ as Savior and Lord.
- Compassion for and commitment to providing abortion alternatives to women facing unplanned pregnancies and their unborn babies.
- Effective multi-tasking, communication, negotiation and interpersonal skills.
- Strong personal, professional and public integrity.
- A “team-mindset” to contribute to and benefit from working together with the whole ministry in order to fulfill WRMCSN’s mission.

- Understand importance of safety policies and actively promote safe practices in the workplace.
- Maintain constructive relationships and demonstrate respect for everyone.
- Deal constructively with conflict and focus on the situation, issue or behavior and not on the person by diffusing situations before conflicts arise, resolving conflicts directly and actively promoting and gaining cooperation from others.
- Accurately provide and receive information in oral and written communications.
- Consistently provide ideas, opinions, or information in an articulate, professional way.
- Actively listen to others and demonstrate understanding of other points of view.
- Willingness and ability to adjust to changing conditions or priorities.
- Take the initiative to identify and act on problems and lead by example.
- Consistently make decisions that resolve problems.

Talent and Skill Requirements

- Delegate effectively without abdicating authority.
- Expert level written and verbal communication skills
- Demonstrated leadership abilities and strategic thinking.
- Self-starter able to also motivate staff and other volunteers.
- Articulate, compelling and experienced public speaker.
- Able to write impact reports.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment.
- Ability to prioritize big picture ideas and execute into tangible actions.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Demonstrated ability to present effective and compelling messages to individuals, groups and the public.
- Strong interpersonal skills and an ability to work with a diverse variety of individuals.
- Able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Able to interpret a variety of instructions provided in written, oral, diagram and schedule form.
- Able to perform work that is varied and may be somewhat difficult in character, usually involving limited responsibility, requiring frequent evaluation, originality or ingenuity.
- Exhibit a friendly attitude and be willing to give and listen to professional feedback.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to use hands to

finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move weights exceeding 25 pounds.

Ability to work on a computer and phone for at least 50% of the day.

Travel: Ability to drive to and from event and church activities mostly in the metro area but occasionally throughout WRMCSN's service area.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

FULL TIME / EXEMPT

POSITION: Manager of Partner Relations

DEPARTMENT: Partner Relations

REPORTS TO: Director of Partner Relations

SUPERVISES: Event Supervisor, Volunteers and Church Liaisons

STATUS: Full Time/ Exempt

COMPENSATION: Compensation commensurate with experience.

SCHEDULE: Monday through Friday with evenings and weekends as required

HOURS: 8:00AM to 5:00PM
