

Title**Church Relations Specialist (802) – Compassion Intl.****Description****JOB BRIEF**

Provides support for Church Relations' Directors, Managers and Church Relationships. Ensures that the logistics for each relationship and activity moves forward in a timely manner and are carried out with excellence. Tracks and reports activities for Church Relationships. Understands the significance of each relationship and its impact on the organization.

ESSENTIAL JOB FUNCTIONS

1. Maintains a personal relationship with Jesus Christ. Is a consistent witness for Jesus Christ, maintains a courteous, Christ-like attitude in dealing with people within and outside of Compassion, and faithfully upholds Compassion's ministry in prayer.
2. Acts as an advocate for children – raising the awareness of the needs, neglect, nurture, and potential of children in poverty and challenging and enabling those within one's influence to greater involvement and effectiveness on behalf of children.
3. Provides support and handles the logistics for Church Relationship activities and processes, including cataloging church visits. Communicates with team and other departments/divisions to ensure that each activity and request is fully supported. Provides information and resources and ensures that this is carried out in a timely fashion.
4. Manages data and contacts in multiple databases. Ensures that donations are received, processed and reported in a timely manner. Verifies accuracy of data for reporting results (activities and ROI) and prepares reports for distribution to Director/Manager and partners.
5. Performs necessary research on church summaries, history, product research and writes proposals to Church relationships for Child Survival, Leadership Development Program, Child Sponsorship Program and Complementary Interventions.
6. Drafts contracts with Directors and Managers and processes them through the routing, signing and payment procedures. Processes vouchers for payment.
7. Generates source codes for tracking responses, enters monthly consignments and special consignments for Church activities, and processes resource orders through the order entry tool.
8. Remains current on policies and procedures for working with other departments within Compassion and attends training courses as necessary. Communicates and implements new processes and procedures for Church Relations. Serves as the liaison for the managers to the Global Ministry Center.

9. Travels to events, conferences and other marketing alliances as needed.
10. Provides support to Directors and Managers; travel arrangements, expense reimbursements, manages calendar, schedules weekly communication between manager and support, updates goal spreadsheet and processes trip approvals.

Requirements

FUNCTIONAL JOB COMPETENCIES

1. Maintains a positive attitude and friendly manner towards others and presents a professional image in appearance at all times.
2. Ability to work under pressure. Self-motivated and able to work flexible hours to complete the job requirements. Adaptable and able to change with the growth of the department.
3. Proven organizational skills, and attention to detail and timeliness.
4. Understands and analyzes how systems fit together.
5. Excellent written and verbal skills. Communicates positively and effectively within the organization and with church relationships.
6. Desire to grow in Internet knowledge and skills.
7. Excellent knowledge of Compassion processes and work functions.
8. Initiative and ability to make judgment calls and problem solve.
9. Perceptive, ability to think ahead and see a need before it arises.
10. Sensitive to proper confidentiality of ministry relationships and partners.

JOB QUALIFICATIONS

1. Has a personal relationship with Jesus Christ.
2. N/A
3. N/A
4. Certifications/Licensing: N/A
5. Other Required Skills: Personal computer experience required. Understands software and corresponds by using available software (including all Microsoft Office programs, especially Excel and Access).

CORE VALUES

- **INTEGRITY:** "Conduct yourself in a manner worthy of the Gospel of Christ" (Phil. 1:27)
- **EXCELLENCE:** "Whatever you do, work at it with all your heart, as working for the Lord" (Col. 3:23)
- **STEWARDSHIP:** "The earth is the Lord's and all that is in it" (Psalm 24:1)
- **DIGNITY:** "God created man in His own image" (Gen. 1:27)

WORKING CONDITIONS

- WORKING ENVIRONMENT: Office
- PHYSICAL DEMANDS: N/A
- TRAVEL REQUIREMENTS: Possible 2 times per year domestic.