

Society of St. Andrew

www.endhunger.org

Director, Church Relations – Job Description

Title: Director of Church Relations (Big Island, VA)
Reports to: SoSA Executive Director
Basic Function: Promote Society of St. Andrew among congregations of all faith traditions and develop fundraising efforts among congregations and higher church governing bodies.
Starting Salary: \$41,000 (Experience and skills will be considered)
Additional: Position is full-time. Email resumes to sosausa@endhunger.org;

Description:

As a prominent national faith-based nonprofit Society of St. Andrew (SoSA), intentionally seeks to develop relationships with faith communities across the country. This position is centrally focused on cultivating new and existing relationships with thousands of churches across the country.

Specific Duties and Responsibilities:

1. Pursue, develop, support, and grow partnership agreements with major denominations, so SoSA is an official/recognized mission partner with congregations in order to promote SoSA's mission, engage volunteers and raise funds through the denominational body and its constituent congregations.
2. Promote SoSA's ministries and raise funds to support SoSA's mission among congregations of all denominations.
3. Develop a systematic and measurable annual fundraising campaign among churches.
4. Follow up with lapsed churches and create ways for them to continue giving to SoSA.
5. Seek and schedule frequent opportunities to preach, teach and speak in congregations and at regional denominational gatherings.
6. Resource and support SoSA Regional Office staff in their work with congregations.
7. Promote membership in and conduct the St. Andrew Club (SAC) giving program sending two call letters each year to SAC members.
8. Ensure all congregations and donors to SoSA's church related giving programs receive a "thank you" notice for each gift.
9. Make wise and regular use of email, print and social media communication channels to promote SoSA's mission among congregations and regional denomination entities.
10. Develop and promote alternative giving opportunities for congregations, such as Hunger Action Month, Food Day/World Food Day, Souper Bowl of Caring, Penny Blizzard etc.
11. Develop and promote SoSA's mission of feeding spiritual hungers through Advent and Lent devotional resources, Bible studies, and Vacation Bible School
12. Consider, create and promote additional church-related materials and programs as may be needed to support and enhance SoSA's mission in and through congregations.
13. Organize work flow and resource production to allow several months' lead time for congregations to preview and order materials and to minimize stress on support staff and equipment.
14. Supervise work of Church Development Assistant.
15. Other duties as necessary

Skill set:

Good management and supervisory skills. Extremely proficient in computer use. Excellent oral and written communication skills, comfortable in a variety of church and public speaking situations. Good organizational skills. A self-starter mentality with the ability to work with minimal supervision while achieving SoSA goals and objectives. College degree.

Other information:

SoSA offers a full range of benefits which include medical, dental, and pension plans.