

Job Title: Church Relations Coordinator

Location: The Pregnancy and Parenting Center in Canton

Please send resumé and inquiries to hrrspecialist@psnneo.com

Position Summary:

To serve as the Coordinator for Church Relations reporting to the Director of Donor Development/Fundraising for The Pregnancy and Parenting Center. Serving and working alongside this leader and the team in all aspects of Donor Development and Fundraising including all events, mailings, leading volunteers and other endeavors related to advancement and fundraising.

Responsibilities:

- Team Leadership
 - Has a personal relationship with Jesus Christ. Is actively attending and involved with a local church.
 - Lead and develop servant volunteers and church champions.
 - Schedule and plan for regularly scheduled meetings with teams.
- Day-to-Day Operations
 - Coordinate budget needs for events, mailings, etc.
 - Collaborate, as needed, with Client Services and other teams.
 - Maintain calendar for Donor Development and Fundraising.
- Church Relations
 - Setting goals with the team for providing opportunities to engage with churches to share the good news about the Pregnancy Support Network.
 - Working with team on ways for churches to partner with the Pregnancy Support Network.
 - Making presentations, as needed.
- Position Qualifications
 - Two to four years of relevant ministry experience.
 - College degree or secondary experience in a related area.
 - Strong organizational and administrative skills.
 - Flexibility, when needed with weekend and evening events.

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