

CHURCH RELATIONS SPECIALIST

Full time; Salaried

In office preferred, virtual employment possible

DESCRIPTION

The Church Relations Specialist reports to the Associate Groups Director and is responsible for developing, growing, and maintaining connections between local churches and Pure Desire in order to facilitate the growth of groups.

RESPONSIBILITIES

Local Church Development

- Connect with churches around the US that do not have Pure Desire groups, but seem like good prospects.
- Reach out to any church making orders through the Pure Desire store, but not listed on our website.
- Schedule meetings with pastors who want to know more about Pure Desire.
- In cooperation with MarCom, develop a strategy to advertise and promote Pure Desire groups and resources to pastors and churches.
- Keep accurate records in BenchmarkONE of all churches contacted and the relevant contact information for pastors/leaders.
- Hand off potential female group leads/staff members to the Women's Groups Director.

Local Church Support

- Provide resources and training support for local leaders and pastors.
- Connect the local church with the appropriate Church Group Advisor.
- Delegate calls and emails to appropriate CGAs and/or Groups Team Members.
- Edit /Add new church info into BenchmarkONE and to the map.
- Follow up with churches who seem to be inactive or not responsive to invites.

- Meet with pastors and church leadership and assist with starting groups.

Team Collaboration

- Collaborate with Associate Groups Directors.
- Promote Pure Desire Conferences, events, and resources.
- Provide prayer support for struggling individuals who call Pure Desire for immediate help.
- Document all correspondence and activities in BenchmarkONE.

QUALIFICATIONS

- Strong people skills with an ability to influence others
- Ministry or non-profit experience preferred, but not required
- Prior group experience preferred, but not required
- Ability to work independently and in a team
- Strong self-starter
- Proficient written and verbal communication skills
- Commitment to the Pure Desire vision, values, and best practices
- Excellent computer skills and proficiency in Google apps
- Comfortable with multitasking
- Strong problem-solving skills and eagerness to help other people
- Proficiency in using Google Sheets and data-management software