

CHURCH PARTNERSHIPS MANAGER

Job Description

I. Title: Church Partnerships Manager (Part Time)

II. Mission: We exist to promote the growth of the gospel of Jesus Christ throughout the world by training up the next generation of Biblical expositors.

III. Purpose: The Church Partnerships Manager will carry out the initiatives and mission of the Charles Simeon Trust (CST), working with the Director of Advancement Operations on church giving strategies.

IV. Definition: The Church Partnerships Manager will report to the Director of Advancement Operations.

V. Principal Responsibilities:

Church Giving

- with Director of Advancement and Executive Director, design church-giving strategy
- implement church partner acquisition strategy
- track church giving pipeline
- manage church partner relationships
- produce content for church partners (print, digital, video, etc.)

VI. Other Responsibilities

- as assigned by the Director of Advancement Operations, the Executive Director, and the Board of Directors

VII. General Responsibilities

- shall be dedicated to prayer and study of the Word
- shall attend with regularity and maintain active membership in a local gospel-preaching church

VIII. Qualifications:

- agreement with the CST's doctrinal statement (see Article III of Bylaws)
- strong written communication skills
- strong and detail-oriented organizational skills
- ability to manage projects
- interpersonal skills
- proficiency in office software (productivity software, email, etc.)
- demonstrated character
- demonstrated commitment to the mission of the CST

