

JOB DESCRIPTION: DIRECTOR OF PARTNERSHIPS (BILINGUAL)

Department:	External Partnerships
Reports To:	Executive Director of External Partnerships
Recruited By:	Executive Director of External Partnerships
Approved By:	Senior Vice President of Development
Organizational Unit:	Headquarters
Status:	Full-Time
Classification:	Exempt

JOB SUMMARY

The Director of Partnerships implements comprehensive strategies designed to secure and advance relationships with churches, colleges, civic groups, and more at the partner level throughout Florida that support of the organization's vision, mission, values, strategic plan, goals and philosophy. These partnerships exist for the purpose of increased financial and in-kind support, which ultimately will result in our being able to serve one more child.

ESSENTIAL DUTIES AND FUNCTIONS

- Designs and implements strategies and methodologies to identify, qualify, cultivate, solicit, and steward relationships with churches, corporations, and universities.
 - a. Identify – identify prospects and establishes donors/partners who may have the ability to partner with One More Child.
 - b. Qualify – evaluate the prospect and donor/partners linkage, interest, and ability.
 - c. Cultivate – building the relationship, sharing information, identifying areas of common interest, and exploring a variety of ways that a partner might be structured.
 - d. Solicit – asking the prospect and donor/partner to engage with One More Child in a substantial way that is mutually beneficial to both parties.
 - e. Steward – providing gift acknowledgement, fulfillment reports, and recognition as appropriate.
- Seeks out partnerships with an emphasis on generating philanthropic support, in-kind gifts, partnerships with program initiatives, mission trip participation, being a host site for various events, etc.
- Establish, maintain, and periodically review/update a Raisers Edge portfolio of established and prospective partnership constituents.
- Design and present a semi-annual moves management strategy for each portfolio constituent.
- Refer requests for information to staff as appropriate and follow-up as needed.
- Establish and meet metrics that are consistent with job responsibilities.
- Set up systems to share our story with portfolio constituency on a quarterly basis.
- Prepare, submit, and track written proposals.
- Provide stewardship and fulfillment reports to portfolio constituents who have provided gifts to One More Child.

- Proactively seek to engage churches across denominational lines.
- Recruit churches, businesses, and community groups to join the Every Child, Every City Initiatives.
- Lead meal packing events across the nation.
- Maintain consistent and accurate records of all communication and activity with prospects and donors/partners in Raisers Edge.
- Actively seek out and participate in speaking engagements.
- Recruit individuals and groups for campus tours, volunteer opportunities, and Global mission trips.
- Participate in various events including, but not limited to Conventions, Conferences and mission events for purposes as described above.

MINIMUM QUALIFICATIONS

- Bachelor's degree required
- Fluency in Spanish required
- Experience in public speaking, project management, development and PR, budget management, and strategic planning desired
- Knowledge or experience in orphan care ministry preferred

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Ability to work with personnel in all phases of program ministry, church engagement, communications, and financial development process.
- Ability to develop and execute strategic plans for churches to engage in partnership with FBCH/OMC.
- Ability to delegate and share responsibilities with other personnel as the situation requires.
- Ability to take overall responsibility for the development and administration of a creative and comprehensive church Engagement plan.
- Ability to see the big picture and to bring those concepts to the church Engagement process and communicate it clearly to our constituents.
- Ability to establish position relationships with children, youth, and adults.
- Sensibility to the cultural differences that exist among the organization's service population and staff.
- Knowledge or willingness to learn the Raiser's Edge data base program and utilizing it to maximize the Church Engagement program at FBCH.

- Willingness to work with Vice President of Church Engagement in effecting long range planning for the overall program.
- Ability to communicate effectively in written and verbal formats.
- Ability to travel throughout Florida and other states as needed. Most travel is done during business hours; however, some overnight travel is required.
- Willingness to speak and represent FBCH/OMC at churches on weekends.
- Have the necessary expertise to lead our staff and ministry in how our story can best be communicated to our churches/church groups.

SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer, and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in witness activities as a normal part of life.

PHYSICAL DEMANDS

These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. The ability to lift up to 30 pounds (boxes, documents, and/or equipment).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job functions are performed in a normal office environment. The position requires flexibility in scheduling and travel throughout the Florida.

I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: _____ Signed: _____ Dated: _____