



COMMUNITY RELATIONS BUILDER

POSITION DESCRIPTION

STATUS: Part-time/Full-time, 24-36 hours per week

REPORTS TO: Director of Development

OBJECTIVE OF POSITION:

The Community Relations Builder is an ambassador for Care Net Peninsula to local churches, businesses, and individual financial partners. This role's primary focus is to assist in managing relationships with our current monthly supporters and convert occasional donors to monthly supporters. This position supports the development team in maintaining donor records, reporting on trends, and managing processes to track and cultivate ministry engagement. Great written and oral communication skills, and CRM experience is critical. The Community Relations Builder also assists with CNP events and represents the ministry in ways that convey the heart of our mission.

ORGANIZATION MISSION:

Women think abortion is the only way out of an unplanned pregnancy. We provide the help and hope local women need to choose life for their baby.

KEY CHARACTERISTICS:

1. Passionate Christ Followers

Our faith in Jesus informs every action we take.

2. Unshakeable

We stand for life no matter what it costs.

3. Lovingkindness

We believe lovingkindness is a lifeline to pregnant women in crisis.

QUALIFICATIONS

- Be a committed Christian with a consistent testimony and active in a local church.
- Exhibit strong commitment and dedication to the pro-life cause and sexual purity.
- Agree with and be willing to uphold Care Net Peninsula's Statements of Faith & Principles, Commitment of Care, Center policies and procedures, and pledge of confidentiality.
- Experience in donor relations, administration, customer service, or a related field
- Strong interpersonal, oral and written communication skills
- Confidence to make financial asks for ministry partnerships
- Attention to detail and ability to turn around tasks in a timely manner.
- Ability to multitask in a dynamic environment and organize, resource, and perform daily work with a high degree of independence, responsibility and initiative.
- Proficiency in Microsoft applications and CRM reporting.
- Experience with fundraising and donor prospecting is a major plus.
- Bachelor's degree (or equivalent experience).

OTHER EXPECTATIONS:

This is a position working out of the Newport News administrative office with occasional after-hours for Defender4Life tours and events.

MAJOR DUTIES & RESPONSIBILITIES

1. DEFENDER4LIFE DONOR MANAGEMENT & CULTIVATION

. . . . 70%

- a. Foster, build, and maintain caring relationships with our CNP donor community.
- b. Grow and manage the Defender4Life Monthly Giving Program.
 1. Manage new donor workflow to cultivate first time givers to monthly givers through financial asks.
 2. Identify and cultivate occasional givers to monthly partners through financial asks.
 3. Report and follow up on D4L lapsed givers and declined payments.
 4. Maintain D4L groups and notes in donor files.
 5. Provide monthly reporting to Director of Development for engagement opportunities, care touches, & follow-ups.
 6. Assist with Defender4Life Playbook marketing planning.
 7. Assist with D4L communications & thanking (cards, phone calls, emails, drop-offs, mailings).

- c. Assist the Development Team in performing outreach to churches, businesses, groups and individuals to open doors that invite them to partner with Care Net Peninsula.
 - 1. Build personal relationships with prospective churches, businesses, groups, and individuals that result in growing financial support of Care Net Peninsula
 - 2. Represent CNP through speaking engagements and conducting tours of the center.
- d. Complete other tasks as may be requested by the Director of Development.

2. EVENT SUPPORT

. . . . 20%

- a. Assist in hosting open house events for Defender4Life members and Prospects.
- b. Assist in host cultivation event (tours, dinners, desserts, etc.) for Defender4Life prospects.
- c. Assist in the planning and execution of annual fundraising events (Walk 4 Life, Peninsula4Life Benefit Dinner) as needed.

3. OTHER

. . . . 10%

- a. Attend and constructively participate in staff meetings.
- b. Demonstrate willingness to serve in any area necessary.

EVALUATION: The Director of Development will perform a written evaluation of the Community Relations Builder annually.