



Africa New Life Ministries

Job Description: Church Partnership Representative

Reports to: Director of Development and Marketing

Position Hours: 40 hours/week

Job Type: Salaried (DOE); exempt

Location: Portland, OR with occasional travel around the greater Northwest and travel to Africa required 2-4 times per year

Position Summary

As a rapidly-growing organization that is transforming lives of children in Rwanda through educational sponsorship, spiritual discipleship, health care, and community development, Africa New Life Ministries is looking for a skilled church partnership representative who can further our efforts in the U.S. to build relationships with new churches. The culmination of these efforts will serve to advance the gospel and expand our ministries of compassion in Rwanda.

Over the years, Africa New Life's most significant growth in supporters, sponsors, and funding has come through our strong church partnerships all over the U.S. Five of our most significant partners are here in the greater Portland metro area, yet there are hundreds of churches that have not heard of Africa New Life and considered the benefits of partnership. The Church Partnership Representative will be responsible for contacting and forming new relationships with churches in the Portland area, and potentially states of Oregon and Washington. They will dedicate their time exclusively to networking and relationships building efforts, with minimal in-office responsibilities. This individual will be required to travel to Rwanda up to 4 times each year to lead vision teams of local pastors or church decision-makers. This position's success will be demonstrated through meeting or exceeding established goals for new church partnerships, child sponsorships, and special project funding.

Responsibilities:

- Maintain spiritual and physical well-being and a healthy work-life balance
- Conduct research on Portland-area churches and build a target contact list
- Create and follow a contact approach strategy, scheduling activities to reach each church
- Network and build relationships with churches
- Identify ways to reach church decision-makers to establish appointments and drive relationships forward
- Conduct successful first meetings with appropriate church contacts; make an excellent first impression for Africa New Life
- Keep excellent documentation of meetings and contacts
- Work with Development staff to determine networks to consider for researching additional contacts
- Arrange speaking opportunities, make presentations, and work decision-makers toward the possibility of a vision trip to Rwanda
- Document the processes required to perform this role

- Report monthly to Director of Development & Marketing to discuss progress towards goals
- Meet weekly with Portland staff to remain up-to-date on current ANLM affairs
- Assemble, prepare, and lead church/pastor teams for vision trips to Rwanda 2-4 times per year

Qualifications & Experience:

- Must agree with Africa New Life Ministries's [Faith Statement](#)
- Bachelor's degree in ministry, marketing, community development, or service field required, or equivalent experience, preferably in a nonprofit or ministry setting
- Basic research skills; ability to create an ideal target list of churches/contacts with limited resources through Internet searches and other tools
- Strong organizational skills and time management; excellent attention to detail and thoroughness
- Good creativity, sales, problem-solving, and decision-making skills
- Ability to create and follow a process; self-disciplined and results-driven
- Strong communication skills; ability to create clear follow-up emails, presentations, and other communications for a diverse audience
- Strong people skills; ability to build authentic relationships and rapport quickly
- Some familiarity (whether from past work or volunteer experience, education, travel, etc.) with African current affairs and community development best practices
- Willingness and ability to travel to Rwanda 2-4 times per year to lead vision trips

How to apply

We will accept resumes and cover letters until September 24th, 2018. Interviews will be set for early October. Please send resume and cover letter to Matt Stein at matt@africanewlife.org