



## **Position: Church Relations Manager**

Christian City offers life-changing hope to children and seniors alike, all on an idyllic 500-acre campus south of Atlanta's Hartsfield-Jackson International Airport. Children who have been victims of abuse, crime and poverty are provided the support they need in a safe and loving home environment. Seniors enjoy a vibrant community with a full continuum of residential and support services, including independent living, subsidized apartments, skilled nursing, rehabilitation services, an Alzheimer's residence, onsite pharmacy and hospice care.

We are seeking a Church Relations Manager (CRM) to join our growing fundraising team. Reporting to the Chief Development Officer, the CRM is responsible for developing and stewarding relationships with churches to provide financial and organizational support for Christian City's varied ministries and to identify resources to support churches' congregations.

## **Qualifications**

- 5 years minimum experience working in/with churches, sales, or major gift development, with current giving and/or planned giving and 3 years minimum working in CRM system to manage relationships
- A four year college degree in ministry, marketing, communications or a related field, with an MDiv preferred.
- Excellent oral, written communication and presentation skills.
- Strong computer skills, in Microsoft Office suite. Donor database software knowledge and experience preferred, including Blackbaud's Raisers Edge.

## **Responsibilities**

Develop, manage, and execute the church relations plan including:

- Being accountable for annual and increasing fundraising goals.
- Partnering with the Chief Development Officer to develop strategies to engage, solicit, and steward these prospects, maximizing existing relationships within the organization and seeking opportunities to cultivate new relationships.
- Preparing and submitting regular stewardship reports.
- Visiting with church leaders 1:1 and in group speaking opportunities, alone and with the CEO. Facilitate visits with the CEO.
- Organizing annual educational, outreach campaigns for churches, including teaching and promotional literature, as well as an active speaking schedule.
- Identifying church needs and resources Christian City can provide to help meet their needs.
- Participating in and presenting at ministerial and missional conferences.
- Engaging the existing Independent Christian Churches as well as reaching out to churches and denominations who have not traditionally been affiliated with Christian City.
- Participating actively with Christian City's Spiritual Development Committee to contribute to the spiritual needs and activities of the Christian City campus.
- Maintaining notes and interactions in Raisers Edge database.

## **How to Apply**

Submit a resume and cover letter to [Llandrum@christian-city.org](mailto:Llandrum@christian-city.org).