



Job Title: Church Relations Coordinator

Department: Communications and Development

Work Location: Fairlawn Office / Remote locations

Reports To: Director of Development

Status: Part Time

Classification: Non-Exempt

Reaching Above Hopelessness and Brokenness Ministries, Inc.

RAHAB Ministries provides Christ-centered transformational services to those directly affected by sex trafficking in Northeast Ohio.

Job Summary

This position is new, but a key part of the Development Department, which works together to raise financial and in-kind support for RAHAB Ministries. This individual will focus their efforts on building and nurturing partnerships between RAHAB Ministries and local area churches, growing financial support from churches across the region, increasing the knowledge of and support of RAHAB within church congregations, and finding creative, mutually beneficial ways to partner together. This is currently a part-time position, but this individual's success could grow the role into a full-time position.

Essential Duties and Responsibilities

- Develop and strengthen strategic partnerships between RAHAB and churches throughout Summit, Stark, and Cuyahoga Counties, as well as surrounding areas.
- Strengthen relationships with partner churches through regular communications, visits, acknowledgements, event attendance, conducting tours of program spaces, and general relationship building.
- Manage requests from churches for speakers, handling all communication, scheduling, preparation, and acknowledgements. Fulfill requests by speaking, presenting, and tabling at churches and ministry groups and/or involving other staff members and leadership as appropriate.
- Work with RAHAB's Training Coordinator to increase the number of church-hosted training sessions.
- Solicit financial support, in-kind donations, and volunteers from churches, ministry groups, and their congregants.
- Attend and represent RAHAB at regional faith-based events and gatherings.
- Maintain detailed and accurate records of interactions and church involvement in the donor CRM. Prepare regular reports on church involvement and giving to demonstrate consistent growth.
- Attend all scheduled staff meetings, supervision meetings, and other internal meetings for team coordination.

Minimum Qualifications

- A heartfelt desire to serve God, the mission of RAHAB Ministries, and local churches
- Excellent interpersonal and relationship-building skills. Must be punctual, professional, and respectful of a variety of faith environments while adhering to RAHAB's Statement of Faith.
- Ability to present in front of a variety of audience types and sizes while clearly communicating RAHAB's mission, programs, and the issue of sex trafficking.
- Strong organizational skills to work fluently in Microsoft Office programs and a CRM database.



- Excellent organizational and time management skills to manage a full calendar of events and meetings, maintain regular communication with partners, and plan and meet deadlines.
- Prior nonprofit and/or ministry experience.

Preferred Knowledge, Skills, and Abilities

- Prior experience in fundraising, church and/or donor relations, and/or nonprofit management

Physical Demands and Work Environment

- This job operates in a professional environment. This role routinely uses standard office equipment such as computers, phones, copiers, filing and fax machines.
- Ability to sit or stand for long periods of time

Position Type and Expected Hours of Work

- Evening and weekend work will be required as job duties demand. Speaking events often occur on weeknights or on Sundays during church hours. When not engaged in outside events, office hours will be scheduled between Monday – Thursday, 8:30am – 4:30pm.

Travel

- This position will require significant driving and local travel.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship. ☒

Employee Acknowledgement

Signature

Date

Printed Name