

Job Opportunity Posting

Posting Date: 2/23/2021
Removal Date: 3/23/2021
Title: **Ministry Relations Officer**
Grade: 22 Exempt
Department: Development
Preferred Location: Any location within covered territory with a focus on metro New York City and metro Philadelphia
Territory Covered: ME / NH / VT / NY / NJ / CT / RI / MA & Presbyteries of Donegal and Philadelphia
Posting Number: HR 21-2-01

Basic Commitment:

This position calls for a commitment to Jesus Christ through the church, an evident love for all people of varying views and personalities, a commitment to the governance of the Presbyterian Church (USA), a responsible affirmation of personal stewardship, and a concern for the financial support of the Presbyterian Church (USA) in all its worship, mission, and witness. The position provides leadership to the Foundation for the stewardship of accumulated resources.

Position Summary

The Ministry Relations Officer (MRO) will be the main relationship builders with Pastors as well as Church and institutional leaders. This position has the primary responsibility of providing opportunities that will help congregations increase revenue by enabling them to access services and expertise offered by the Presbyterian Foundation Group's ministry. The MRO will lead congregations to resources, help Pastors and Church leaders identify major gift prospects and manage those prospects by utilizing services and expertise offered by the Presbyterian Foundation Group. Those services and expertise include individual engagement, workshops and programs in the areas of generosity, stewardship, endowments, planned giving, estate planning, and investments in order to establish a referral flow and develop and retain gifts through the Presbyterian Church (U.S.A.) Foundation and its affiliates. This position is the primary relationship-management role for congregations and organizations of the Presbyterian Church (U.S.A.). It is responsible for the establishment and interaction through the Ministry Relations Program by these entities. The position makes referrals for specific donor and investment management opportunities and maintains a relationship-management role thereto.

Scope and Breadth of Position

This position reports directly to the VP Ministry Relations. This position will have limited clerical support.

Budget Responsibility

Operating Budget

Responsibilities

(Service a region)

1. Assists with any necessary problem solving between the institution and the Foundation in a defined geographic region.
2. Assists in strengthening each institution within that region through brokering ideas and information for their use.
3. Extensive travel as required.

(Gifts)

4. Assists congregations, presbyteries and other councils in developing programs for the purpose of promoting generosity with the expectation that these programs lead to the gathering and management of accumulated resources through advanced stewardship efforts.
5. Steward existing donors.
6. Cultivates new prospects and client relationships with Presbyterians to deliver major gifts for use in Presbyterian-related missions to perpetuate the services to the Foundation and personal stewardship.

(Alignment with other Presbyterian Church (U.S.A.) agency representatives)

7. Maintains a level of communication with the respective Presbyterian Foundation Group team leaders related to activities and accomplishments.
8. Collaborates with PC(USA) agency representatives by providing services to Pastors, Church leaders and congregations.
9. Maintains a level of communication with respective and appropriate Presbyterian Church (U.S.A.) leaders.

(Ministry Partnership Funds)

10. Generate the creation of Ministry Partnership Funds.
11. Maintains existing Ministry Partnership Fund relationships.

(Relationships w/Pastors and Church leaders)

12. Develops networks through association with national and regional church leaders and local congregation gatherings, as well as congregational committees to identify potential donors and investors.
13. Cultivates relationships with regional church leaders and individual and organizational prospects as well as other sources of referrals for services.

(Increase Revenue in Churches)

14. Secure institutions to a client relationship for Ministry Partner Funds, investment service, or other asset-based relationship.

(Referrals to Foundation Experts)

15. Identify, prioritize and create cultivation strategies to gain access to the leaders of institutions in order to bring the institution into a client relationship with the Foundation.
16. Encourages congregations and councils to participate in the services of the Foundation and to follow-up with assistance in building endowments, gifts and investments in those bodies.

(Marketing)

17. Promotes the products and services of the Presbyterian Church (U.S.A.) Foundation through presentations at key Church gatherings to create an awareness of Foundation services among Presbyterian leadership and Presbyterian constituencies.
18. Through consultations, presentations, seminars and other means in Presbyteries of the assigned region, promotes and encourages the use of the Foundation's services as a means of supporting the ministries of the Church.
19. Promotes the use of PresbyterianCommunity.Org.

Performance Metrics

1. Specific number of contacts with church leaders, institutional leaders, pastors and donors.
(50 per quarter)
2. Specific number of Ministry Partnership Funds established.
(10 in initial year of the establishment of Ministry Partnership Funds)
3. Specific number of leads generated to investment and giving specialists.
(10 per year)

Experience and Job Related Requirements

1. A college degree in business, finance, accounting or the humanities (or equivalent degrees for clergy) is required.
2. An active member of the Presbyterian Church (U.S.A.) with knowledge of polity, organizational structure, and mission of the Church. Ordination as a ruling or teaching elder is preferred.
3. Preference for individuals who have five or more years of experience in one of the following areas: funds development, sales, education, marketing, financial services, clergy.
4. Working knowledge of tools and services commonly offered in charitable planning context such as the ability to explain the structure and use of a charitable remainder trust, gift annuity, donor-advised fund,

- private foundation and supporting organization. Must know of the benefits of and differences with each and know how it would apply to a donor's specific situation.
5. Working knowledge of various asset classes and their impact on a donor and the Foundation in a giving scenario.
 6. Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
 7. Knowledge of principles and processes for providing customer and personal services. This includes customer needs, assessment, meeting quality standards for services, and evaluation of customer satisfaction.
 8. Ability to establish relationships of confidence, trust, and full credibility with donors and prospective donors, investors and prospective investors, as well as legal and tax advisors, together with pastors and other church leaders.
 9. Excellent listening skills giving full attention to the customer/channel partner with ability to ask appropriate and adequate questions to uncover real needs/concerns.
 10. Must be creative so as to meet the needs and desires of prospective donors and investor organizations.
 11. Must have extraordinary interpersonal and communication skills and be able to effectively establish and maintain relationships as well as balance diverse priorities.
 12. Proficient in communicating ideas and concepts via presentations before audiences of various knowledge levels.
 13. Proficiency with time management disciplines such that one can work remotely and keep in good communication with the team. Ability to handle multiple cases at one time and bring each case to a successful close and implementation.

Physical Requirements

- Ability to communicate orally with management, co-workers, constituents, and public both individually and in a group/team environment
- Regular use of the telephone and e-mail for communication is essential
- Sitting for extended periods is common
- Hearing and vision within normal ranges are essential for typical conversations to receive ordinary information and to prepare or inspect documents
- No heavy lifting is expected. Exertion of up to 10 lbs. of force occasionally may be required.
- Good manual dexterity for the use of common office equipment such as computer terminals, calculator, telephone, and copiers.

Work Environment

- Activities include extended periods of sitting and extensive work at a computer monitor and/or calculator.
- Extensive travel is required.

Forward resume to Lisa Pesavento
lisa.pesavento@presbyterianfoundation.org
Attn: HR Posting #21-2-01

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