



Church Relationship Manager: EduDeo Ministries

Are you an individual who is passionate about the local church's role in supporting teachers, schools, and students around the world? Do you get excited about presentations and building relationships with various groups of people? Are you comfortable creating strategies and executing ideas to grow programs and donations?

If so, come join our team! We are looking for someone to grow EduDeo's relationships with Canadian churches and our short-term team leaders and members. Our ideal Church Relationship Manager is a highly motivated and personable individual, who can effectively promote EduDeo's program offerings and recruit others to join us in working towards our vision of seeing every community transformed by the Gospel through Christ-centred education.

Position: Church Relationship Manager

Classification: Salary – Full Time, Program Management

Start Date: February 1, 2022

Position Summary:

The Church Relationship Manager is responsible for equipping Canadian Churches to join in the mission and vision of EduDeo Ministries.

Position Goals:

1. To grow, steward, and manage the community of Canadian Churches that contribute generously to EduDeo.
2. To provide high-quality leadership and facilitation for short-term teams, including promotion, training, and follow-up.
3. To work with the Key Relationship Director to actively identify and engage key advocates of EduDeo's mission and vision.

Description of Responsibilities and Duties:

1. Church Stewardship and Promotion: (40%)

- a. To promote EduDeo ministry activities and programs to Canadian churches.
- b. Create, implement, and execute a strategy that stewards relationships with the current support base while looking for growth in new denominations.
- c. In conjunction with other staff, facilitate healthy partnerships with Canadian churches.
- d. To ensure that all supporting churches are appropriately thanked and receive regular communication from EduDeo.
- e. To work closely with the Marketing and Communications department in the preparation of materials needed for effective communication with Canadian churches
- f. To represent EduDeo at churches, short-term team functions, and other functions, as needed.

2. Management of Short-Term Teams: (50%)

- a. Recruit volunteer teams from across Canada.
 - Engage communities of Canadians through meetings, workshops, and / or communication pieces to share EduDeo's vision, mission, and impact and opportunities to serve through our volunteer program.



- b. Encourage and manage all volunteers who are part of short-term teams, particularly team leaders.
 - Conduct a team leader training at least twice each year and provide additional training and support as needed.
 - Attend (in-person or virtually) at least one meeting and/or fundraising event per team prior to their departure.
 - Conduct Safe Team training and screening of all team leaders and chaperones according to EduDeo's Safe Team Policies and Procedures.
- c. Ensure that all teams are well-informed and equipped for their time of service.
 - Meet with each team upon their return.
 - Debrief with the team leader.
 - Introduce EduDeo's monthly giving program to each team member.
 - Communicate significant development opportunities to Key Relationship Director.
- d. Dialogue with the International Partnership Director and international partners regarding short-term team opportunities.
 - Identify team volunteer projects with the International Partnership Director.
 - Work with international partners and the Programs Assistant to coordinate the logistics and details for each short-term volunteer team.
 - Work closely with International Program Director to determine that program funds are processed and directed effectively.
- e. Remain up to date on insurance requirements and maintain EduDeo's compliance through annual review.

3. Organization: (10%)

- a. Be an active member of the Key Relations Team.
- b. Be an active participant in team meetings, etc.
- c. Provide assistance, as requested, at various significant organizational events.
- d. Continue to grow through professional development opportunities.
- e. Complete other duties as assigned by the Executive Director.

Reporting Structure: The Church Relationship Manager reports to the Key Relationship Director.

Job Requirements:

- Strong commitment to Jesus Christ and His church.
- Strong commitment to the vision, mission, values, and goals of EduDeo Ministries.
- Highly self-motivated, ambitious, and adaptable.
- Excellent verbal and written communication, interpersonal, and relationship building skills.
- Excellent presentation and promotion skills.
- Ability to effectively work with a variety of people and personalities.
- Strong advocate for short-term volunteer teams, with international experience being an asset.
- Experience with a non-profit mission / development organization is preferred.
- Experience training and supervising volunteers.
- Experience with Salesforce is an asset.
- Flexibility to work irregular hours, including evenings and some weekends.





- Domestic Travel: regular travel throughout Ontario as needed, one week annually in Alberta, one week annually in British Columbia.
- International Travel: approximately one week per year.
- Ideally an ability to work from our Hamilton, Ontario office.

Application Requirements, Deadline and Contact Information:

Requirements: Applicants are requested to submit a cover letter, resumé and a personal statement of faith to careers@edudeo.com. A range of qualifications are evaluated, including distinguishing characteristics that demonstrate congruence with EduDeo's identity as a Christian mission organization.

Application Deadline: January 10, 2022, or until position is filled.

Email: careers@edudeo.com

EduDeo Ministries welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest in this opportunity; however only those selected for an interview will be contacted.

