



110 N. POPLAR STREET • P.O. BOX 352 • WILMINGTON, DELAWARE 19899 • (302) 656-8542 • 653-8314 • FAX 777-550

## **Organization Relations Manager**

### **Job Description:**

- Full-time Organization Relations Manager
- Report to Projects/Development Director

### **Purpose:**

Provide a “link” between the ministry and its active and supporting churches, major donors and corporations. This “link” will facilitate communication and resources – raising funds including in-kind donations, and volunteers.

### **Qualifications:**

- Born-again believer in Christ
- Degree in marketing, business, non-profit
- Fundraising experience in small to medium non-profit
- Knowledge of Rescue Missions preferred

### **Responsibilities:**

- Maintain personal contact with all organization donors (cash, in-kind, volunteers) and facilitate communication in all matters with them regarding the ministry.
- Create an organization revenue budget to fit into the revenue Budget of the Mission.
- Responsible for all revenue-raising related to corporate giving.
- Responsible for in-kind donations related to corporate giving.
- Administer and help facilitate organization volunteers.
- Contact 400 to 500 businesses annually to solicit their participation with the Mission.
- Arrange for speaking engagements for President, self and other staff to present the ministry in the corporate, church and community settings.
- Work cooperatively with all other development communications personnel as well as the President and Director of Projects/Development to produce ministry events (e.g., Back-to-School, Thanksgiving, and Basketball Camp).
- Produce articles for the Mission’s newsletter
- Anything else that the immediate supervisor or President deems appropriate.
- Be prepared to communicate the Gospel of Salvation on a personal basis.