Job Description for GVCM Community Relations Manager

Summary:

The Community Relations Manager is responsible for maintaining strong connections with our supporting churches, organizations, and individuals as well as contacting and developing new relationships with future supporters. This person is also responsible to encourage regular and project-oriented support from major donors, organizations, and individuals as well as keeping supporters informed about ministry results.

Responsibilities and Duties:

- Understand and help shape GVCM's strategic fundraising objectives and plans
- Build and maintain relationships with individual and group donors; leverage those relationships to support GVCM's ministry
- Make donors feel appreciated and informed through multiple communication channels
- Coordinate with other staff to manage GVCM's public image, including through review and rating websites
- Generate content and manage GVCM's social media platforms (Facebook, Instagram, Youtube, etc.)
- Publish GVCM's monthly newsletter
- Craft multi-media messages and print materials, in coordination with other staff, that effectively communicate GVCM's programs, impact, and needs
- Track and maintain records of top individual donors and all church/organizational donors
- Visit churches and organizations and give compelling in-person presentations to groups about GVCM
- Manage project oriented giving campaigns and events in coordination with the Development Director
- Initiate and manage grant writing initiatives to provide additional funding
- Continuously self-educate about the principles of effective ministry, Haiti, and the details of GVCM's operations

Skills:

- An exceptional level of independent initiative
- The ability to work independently on some tasks and cooperatively on others
- Be friendly, able to engage anyone in conversation
- Excellent written, interpersonal and verbal communication skills with an emphasis on crafting effective stories
- Willingness to travel with your own vehicle (we will provide reasonable reimbursement for expenses)

General:

This is a full-time, salaried position with potential for pay increases based on performance. This position reports to the development director and will work cooperatively with the development director on some projects and programs. This position will allow you to work from home and hours are flexible as long as work is completed. Some development and/or communication experience is preferred. Development work requires significant travel, though the timing is flexible, approximately 1 weekend a month. In addition, 3-4 annual trips to Haiti of 7 days or less will be needed to generate information for your work.

This work is both challenging and rewarding. You will see direct impact from your labor on the ground in Haiti.

Interested applicants should send a resume and cover letter to Chris Winn, GVCM Board Member, at chris@communitylifechurch.com. For questions, you can contact abigail@gvcm.org.

GVCM Overview:

Global Vision Citadelle Ministries (GVCM) is a 501(c)3 nonprofit on a mission to bring the hope and light of Christ into the darkest parts of Haiti. We do this by empowering our network of 58 local Haitian churches with spiritual and physical assistance, impacting the communities in which they serve with practical projects like medical assistance and wells, and supporting their children through 17 schools and an orphanage with 134 children. We use the local Haitian church as the base for our outreach, we believe in getting buy-in and contribution from the people we serve, and we have a predominately Haitian paid staff (around 200, compared to 5 Americans), which allows our ministry dollars to impact more people.

GVCM's Programs:

Building the Church

- 9,300 people attend our 58 churches
- 2-4 annual pastors training conferences
- 100,000 listeners to our partner radio station

Impacting Communities

- 3-doctor clinic saw 13,000 patients last year
- ~8,000 additional patients see mobile medical teams annually
- 20 community wells provide clean water
- 40-acre farm provides jobs and education

Supporting Children

- 17 Christian schools educate 6,000 children
- 9 children learn in our deaf school
- 130+ children have a home at our orphanage

Learn More:

Here's a video that provides an overview: https://www.youtube.com/watch?v=Ww4jCyh7GXA&t
Visit our website: https://gvcm.org/
We have a gold rating for transparency on Guidestar: https://www.guidestar.org/profile/01-0717802
See what our supporters have to say on GreatNonprofits.org: https://greatnonprofits.org/org/global-vision-citadelle-ministries