

## **Partner Relations Director**

Location: United States

### **Ministry Description**

At Hope Church Romania, we are passionate about reaching people in the local, regional and international communities for Jesus. We want to fulfill the spiritual and physical needs of the people according to the teaching and practice of Jesus Christ in Matthew 9:35-38. We accomplish this through several projects and are growing rapidly as a ministry!

We are looking for a strong candidate to serve our ministry from the United States. This person will be in charge of managing the relationships with our partners, and using relational networking skills to generate new partnerships. They will have a passion for connecting people to our mission and ministry to reach the people in Romania and the Balkans region.

### **What you will do**

- Manage current partner relationships and execute communication for ministry updates
- Generate new relationships through networking and research for financial and short-term mission partnerships
- Present ministry vision and mission to potential partners
- Attend 1-2 mission conferences per year to expand network development
- Coordinate with Executive Assistant to set up meetings to establish new partnership
- Keep a database log of potential partners and update regularly
- Understand and communicate parameters of financial partnership effectively
- Establish long-term financial partner relationships
- Additional duties will be added as ministry grows and expands

### **Who you are**

- Has a passion for and deep understanding of administration, relationship building, and ministry in our areas of interest
- Experience marketing and networking in the community
- Excellent problem solving and analytical skills, with an exceptional ability to multi-task and prioritize
- Proficiency in Microsoft Word, Excel, Powerpoint, and Google Docs
- Experience with developing effective relationships
- Thrive in a constantly changing but always exciting environment! Flexibility is key!