



JOB TITLE: Church Relations Associate Director
DEPARTMENT: Church Relations
SUPERVISOR: Director of Church Relations
FLSA STATUS: Non-Exempt

MAJOR PURPOSE:

As a representative of Jessup, this role is expected to help increase the number of partner churches while helping maintain current partner church support AND to increase the prospective student pool from the Church.

Due to the importance of departmental interaction and team unity, this position requires attendance in person/on campus at least 50% of the time. Off campus work subject to approval of supervisor. There will certainly be times where the Associate Director will be visiting churches, schools, youth groups; however, administrative work and strategic meetings are generally expected to be performed on-campus.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Primary duty as liaison to churches, pastors and the community as a representative of Jessup under the direction of the Church Relations Director.

- Build friendship and trust of youth pastors for the purpose of increasing relationships leading to student recruitment and possible partnership.
- Speak at youth groups, as able. Distribute WJU material to youth groups and collect inquiry cards for admissions. Follow up on highly interested prospects encouraging them to apply to WJU and helping them with questions they have.
- Lead and/or attend youth pastor's gatherings, conferences and networks as able, hand out T-shirts, WJU promo materials and make teaching/presentation services available to the youth pastors.
- Make the "ask for partnership support" to a pastor and/or a missions or finance team when appropriate, to help gain more church Partners.
- Coordinate with admissions to host youth pastors and small groups of students for tours and presentations, as able.
- Be available to travel to preach at churches at a maximum of 25 Sundays per year and/or speak for the youth group on Sunday mornings.
- Lead the Youth Pastor Network on campus and plan an annual Student Conference on campus, with the intent of youth pastor support and youth group recruitment.
- Be available for speaking and attending summer ministry/church camps, retreats, as well as scheduled speaking engagements at regional Christian High Schools (events/chapels), with the intent of recruitment in partnership with the admissions office.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- Bachelor's degree required, with a minimum of 4 - 5 years of development experience, preferably in higher education and/or bachelor's degree in church ministry field preferred.
- Experience as pastor/ministry leadership recommended.
- Valid CA driver's license and transportation required.

REQUIRED KNOWLEDGE:

- Previous executive or church administrative support experience preferred
- Experience in higher education and/or fundraising would be extremely helpful
- Understanding of church political systems, youth pastor responsibilities, and denominational/theology are a must.
- A knowledge of good pastoral care principles and career counseling.
- Requires ability to work nights and/or weekends as needed
- A good understanding of what WJU has to offer its students and the opportunities for a WJU graduate.

SKILLS/ABILITIES:

- A strong and visible Christian faith
- Excellent oral and written communications skills.
- Ability to preach/speak in front of large groups.
- Ability to represent the Institute to external constituents and work effectively with internal constituents across several levels including the president, program directors and trustees.
- Experience in planning, strategies and managing special events and fundraising activities.
- Experience in identifying, training and working with volunteers.
- Demonstrated skill in gift solicitation. Must be self-motivated to keep a consistent schedule of groups/meetings booked.

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature Date

