



**ROCK**  
C H U R C H

### JOB DESCRIPTION

**Position:** Chief Officer of Strategic Relationships

**Reports to:** Stewardship Pastor and Senior Pastor

**Position Status:** Regular, Full-Time Exempt

**Department:** Stewardship

**Effective:** May 2012

**Replaces:** All previous

**Position Number:** RC-18-12

**First Posting Date:** 05-30-2012

**1<sup>st</sup> Closing Date:** 06-06-2012

### Position Summary:

The Chief Officer of Strategic Relationships will be responsible for developing fundraising, implement planning strategies and achieve organizational goals. Incumbent will report to the Stewardship Pastor and Senior Pastor.

### Job Responsibilities and Duties:

1. **Major gifts:** Develops and implements strategies to cultivate donors with capacity to give generously; generate large five- six- and seven-figure gifts to fund the Church's Pervasive Hope Ministry Campaign.
2. **Debt Reduction and Capital Acquisitions:** Develops giving strategies designed to eliminate existing mortgage debt on main church campus facility; cultivates/generates fundraising for new capital acquisition opportunities as they arise; oversees Capital Campaigns as needed; promotes the objective that all Rock congregants have the opportunity to be set free from personal debt and financial bondage.
3. **Planned Giving:** Develops and implements a planned giving strategy in cooperation with the Rock Financial Life Ministry Leader.
4. **Endowments:** Identifies any needs for endowments, and develops and implements a fundraising plan
5. **General Fundraising:** Works with Stewardship Director to manage donor relations and fundraising events, and promotes overall strategies to cultivate an environment of generous giving through perpetuation of biblically-based stewardship principles. Develops opportunities for gifts/grants from sources other than church congregants.
6. **Community Partnerships:** Develops and cultivates strategic relationships that facilitate fundraising opportunities.
7. **Volunteer Development:** Builds and nurtures teams of volunteers to support high-capacity fundraising; oversees board-development related to fundraising capacity
8. **Strategy and Reporting:** Develops all strategic plans with defined and measurable goals, and reports actual results against stated objectives.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Stewardship Pastor and the Senior Pastor.

### Job Skills and Requirements:

1. Minimum of ten years of donor relations and fundraising experience is essential; preferably at a church or other non-profit organization.
2. Bachelors Degree preferred.

3. Proven ability to communicate vision that inspires Christian philanthropy.
4. Relationship-oriented; gregarious and comfortable in dealing with individuals of high wealth and/or who are influential, successful, and prominent.
5. Successful track record in designing, implementing and directing development initiatives including solicitation and recognition strategies.
6. Demonstrated track record of raising major gifts.
7. Thorough understanding of charitable giving, gift instruments and planned/deferred giving strategies.
8. Successful experience in managing and tracking prospects and donors.
9. Ability to recognize and maintain confidentiality as appropriate.
10. Proficient in MS Window operating system and typing skills (45 WPM).
11. Strong verbal and written communication skills.
12. Strong organizational skills.
13. Self-motivated and flexible.
14. Ability to work independently and/or in a team-oriented environment.

### **Expectations of Staff:**

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Strategic Ministry Model.
4. Successful completion of a background check and references.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.

### **Physical Requirements**

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

### **Employment At-Will:**

All employees of The Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Only the Head Pastor of the Rock Church has the authority to make any such agreement and then only in writing.