

## **Church Relations and Partnership Officer**

**Date Available:** Immediately

**Location:** Work from Home

**Class:** Part-time around 25 hours

**Salary:** £40,000 (full time, pro rata)

“We relentlessly pursue God’s plan for the salvation of the Jewish people” ([Our Mission Statement](#))

If you are passionate about God’s plan of salvation for the Jewish people, and have the qualifications and experience listed below, this may be the job for you. This is a part or full-time position, 20-40 hours per week.

### **Description:**

Your role supports our mission by establishing and nurturing relationships with churches, donors and other organization. You will schedule our missionaries for presentations on Jewish evangelism, Jesus in the Jewish Festivals, and other teaching and preaching engagements. The Church Relations Officer works, under the supervision of the Office Manager, to contact those churches that already partner with us, and to make contact with churches with which we desire to establish new partnerships.

### **Responsibilities:**

- Solicit the co-operation of partner church decision-makers in the scheduling of future deputations
- Seek new prospective churches to whom we can present the opportunity to become partners in our mission
- Develop and maintain Missionaries’ deputation itineraries
- Develop and maintain relationships with partnering churches
- Develop and maintain relationships with donors
- Enter data about churches, scheduled deputations, and itineraries into the database
- Enter reports after deputations, including the financial details
- Provide direction and resources to those inquiring about our ministry and our programs
- Pray with pastors and donors when special needs present themselves
- Write to churches thanking them for partnering with us, and to ask for prayer and support

### **Qualifications:**

#### **Required:**

- Good conversational and written communication skills
- Comfort in using the telephone as well as emails. Telephone calling is very important.
- Cheerful and friendly personality with pleasant phone voice
- Ability to relate appropriately to churches, pastors and individuals of various denominations
- Competence in basic computer operations
- Team player, self-motivated, and detail-oriented

#### **Preferred:**

- Experience in telemarketing, inside sales, customer service, or similar discipline desirable

### **To Apply:**

**Email** richard.harvey@jewsforjesus.org.uk

**Mail** Jews for Jesus

**Phone** 07505685049

P O Box 1264, Harrow HA2 2JS