

## Church Relations Associates – 2 part-time positions

These are two part-time positions responsible for fund-raising and donor development activities with Back Bay Mission's (BBM) United Church of Christ constituency and other interested congregations. Thorough familiarity with the United Church of Christ is essential. At least one of the candidates will be within a day's drive of the Mission with both candidates based in their home. Each part-time position will be responsible for a geographic area (Northeast, Midwest, Southeast).

### **Education & Experience Expectations:**

A Bachelor's degree in communications, marketing, or similar field is preferred. Previous employment in fund-raising or public relations, particularly in UCC-related settings, is also preferable.

### **Position Requirements:**

- Strong oral and written communication skills
- Excellent interpersonal skills, able to build rapport with diverse donors and constituents. Must set a hospitable, gracious, and genuinely friendly tone with all constituents, on the phone, in electronic communications, and face-to-face
- Values consistent with the core mission of BBM and shared commitment to social justice & serving low-income and vulnerable populations
- Trustworthiness & dependability
- Intimate working knowledge of the United Church of Christ
- High level administrative skills, able to manage time and priorities effectively
- Consistent attentiveness to details and timely follow-through on tasks
- High degree of self-motivation; able to take initiative and work independently while maintaining collegial relationships with other staff, volunteers, and donors
- Ability to manage multiple projects and responsibilities simultaneously
- Strong computer skills including proficiency in MS Office applications and Access data bases
- Ability to maximize social media outlets
- Ability to travel frequently

### **Duties & Responsibilities**

- Strengthen base of individual & congregational support for BBM in the United Church of Christ
- Increase visibility of BBM in local UCC congregations utilizing vast network of BBM volunteers, Board members, and donors
- Engage workcampers and long-term volunteers to strengthen their ongoing commitment and giving to BBM
- Contribute content to *The Changing Tides* printed newsletter, electronic communications, annual report, and other communications
- Work collaboratively with the Board Development Committee and Community Relations Associate to develop a strategic development plan
- Work cooperatively with the Community Relations Associate and Executive Director to implement the organizational Development Plan and provide consistent messaging
- Conduct donor visits for individuals & congregational
- Represent BBM at key UCC venues, or arrange for other BBM representatives (volunteers, Board members, supporters) to do so

- Identify and arrange strategic donor visits or speaking opportunities within the UCC constituency for the Executive Director
- Identify grant opportunities within the UCC network and write UCC-based grants; produce reports as required by grantor (May use resources of BBM grant writer for support as needed)
- Identify opportunities to make BBM a part of congregational or larger church capital campaigns
- Develop content for social media communications of Back Bay Mission
- Utilize Bloomerang donor software to manage donor information, assist with donor cultivation, analyze giving patterns, and identify giving opportunities; produce donor reports as requested in collaboration with Community Associate.
- Coordinate media & public relations tasks within the UCC system
- Regularly provide information and reports about giving trends, communications, or giving statistics to the Development Committee of Back Bay Mission's Board of Directors and the Executive Director
- Assist the Executive Director as requested to plan fund-raising and "friend-raising" visits with donors or donor prospects
- Manage and respond to calls from UCC constituents interested in learning more about BBM or requesting information; represent BBM as requested and needed
- Provide information to the Board of Directors as requested
- Perform other duties as assigned by the Executive Director

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