# CHURCH RELATIONS MANAGER – JOB POSTING

Job Title: [Church Relations Manager](https://www.clwr.org/work-with-us)

FTE: Full Time

Class Type(s): Permanent

Location: Winnipeg, MB; Kitchener-Waterloo, ON; Greater Vancouver, BC

Reports to: Director – Communications and Marketing

Closing date: April 5, 2022

Join a team that works towards creating a world where people live in justice, peace, and dignity. Canadian Lutheran World Relief (CLWR) is a charitable not-for-profit organization that challenges the causes and responds to the consequences of human suffering and poverty.

CLWR supports hiring practices and a staff composition that benefits from a diverse staff team. Working for CLWR provides a competitive salary and comprehensive benefits package including Pension Plan and Group Insurance, a supportive work environment and excellent learning opportunities.

It is expected that all employees agree with CLWR’s Mission Statement, Code of Conduct, and can work with its mandate within a faith-based environment.

**JOB SUMMARY**

The Church Relations Manager is a full-time position that reports directly to the Director - Communications and Marketing of Canadian Lutheran World Relief. This position plays a critical role in increasing the involvement of Lutheran and other congregations in Canada in the mission of CLWR and making CLWR an integral part of the ongoing ministry of the congregations. The work of this role should lead to measurable increases in the engagement of church congregations with CLWR, and in their financial support for CLWR. The ideal candidate for this role will have a passion for the work of Canadian Lutheran World Relief and a desire to help congregations engage in the issues CLWR works to address.

CLWR is a ministry of Lutheran churches in Canada, governed jointly by representatives of Evangelical Lutheran Church of Canada and Lutheran Church-Canada. As a ministry of Lutheran churches in Canada, CLWR bears responsibility to involve congregations in its work, and to present and develop opportunities for deepened engagement with CLWR’s work and with the issues it focuses on.

This role will be responsible for serving as a bridge between church congregations and CLWR, both by listening to the perspective of churches and bringing it to various CLWR conversations, and by helping shape and implement CLWR’s approaches for promoting its efforts within congregations. Specific duties will include: developing and stewarding relationships with individual congregations, regional and national church bodies on behalf of CLWR; serving as a primary contact point for congregational inquiries; helping inform strategy around the ongoing development of CLWR’s congregational engagement work; together with the communications and donor relations teams, help CLWR make effective use of church channels in support of various initiatives, including suggestions for adapting CLWR appeals and engagement campaigns for congregational audiences, and coordinating church campaign roll-out; identifying strategic opportunities for increased collaboration with churches at local, national, and regional levels; identifying opportunities for, and coordinating the creation of new print and digital resources, to deepen engagement with CLWR and its work, including liturgical and other congregational resources and thematic resources about areas of CLWR’s work; with the donor relations department, coordinating appropriate stewardship and acknowledgment activities in response to congregational donations.

The Church Relations Manager may represent CLWR at various events, gatherings and network meetings, both online and with some occasional travel inside Canada. In time, the Church Relations Manager will also be expected to help identify opportunities and plan tactics for developing congregational relationships beyond CLWR’s primary constituency.

Critical to the success of this role is the ability to understand and work with Lutheran congregations of various traditions in Canada. The Church Relations Manager will work closely with a range of congregational contacts, representing CLWR to them. The person should be familiar with the practices, rhythms and day-to-day life of a Lutheran or other mainline protestant churches in Canada, and be able to adapt their work, tactics and language to successfully represent CLWR within a wide range of church contexts. They should be able to quickly understand and anticipate the needs and goals of partner churches at individual, regional and national levels, including successfully navigating distinct theological traditions within CLWR’s supporting church partners. The successful candidate should be comfortable working collaboratively in a fast-moving team environment, adapting at times to rapidly shifting priorities, and carefully managing progress on both immediate needs and long-term projects.

As part of the broader communications and donor relations work of CLWR, the Church Relations Manager will also be expected to be an active part of the broader work of the team and take on other tasks as directed in support of the goals of the department.

Core Competencies: self-starter, initiative-taker, strategic thinker, creative thinker, collaborative, adaptable, strong computer skills, excellent communication.

**EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS**

*Minimum knowledge (formal education/general knowledge) required:*

* Degree or diploma in Communications, Marketing, Ministry, Theology, Education or related field, or a combined equivalent experience will be considered
* Strong familiarity with Lutheran churches in Canada; knowledge of distinct traditions within CLWR’s supporting community
* Excellent understanding of congregational engagement including familiarity with church behaviour, roles, needs, and constraints
* Knowledge of fundraising, donor relations, public engagement, event management (considered an asset)
* Familiarity with international relief and development work, humanitarian assistance and refugee resettlement in Canada
* Knowledge of working in a volunteer-based charitable, faith-based organization (considered an asset)
* Knowledge of database software, including managing records/reports, and using data to support processes (considered an asset)

*Minimum experience required:*

* Minimum 4 years professional work experience in church engagement, church relations, communications, marketing, fundraising, education, ministry, or a related field
* Significant professional or volunteer experience in church engagement, including conception, planning, organizing, recruiting and leadership of activities, events, educational programs, campaigns or other initiatives for a church context
* Customer/client/donor service experience or other demonstrated relationship management experience, including key/VIP relationships
* Formal or informal theological training with the ability the articulate the work and mission of CLWR in relation to scriptural/theological themes
* Demonstrated experience in complex project/campaign management
* Ability to demonstrate a high level of discretion and skill in dealing with sensitive topics, navigating distinct theological contexts, etc
* Experience in international contexts relevant to CLWR’s work considered an asset

*Technical skills required:*

* Strong written and oral communication skills with the ability to adjust tone and content based on audience and channel
* Proficiency with Microsoft Office tools including Word, Excel, and Powerpoint
* Experience with Adobe platforms including InDesign, Photoshop, Illustrator, etc. (considered an asset)
* Experience writing/planning liturgical or other church resources an asset
* Strong project management, leadership and delegation skills required

Other skills or requirements:

* Must be eligible to work in Canada and live in Winnipeg
* Ability to convey a high degree of commitment and passion for the mission, vision, and values of CLWR
* A high level of professionalism, integrity, respect and confidentially is a must
* Strong organization skills with proven ability to prioritize
* Flexibility to be available outside of regular working hours to provide support on urgent matters or to meet tight deadlines
* Quick to take the initiative and make appropriate decisions

Working Conditions:

* Potential travel nationally and internationally on a limited basis
* Ability to work occasional evenings or weekends as required by special events/circumstances
* Ability to attend and conduct presentations
* Manual dexterity required to use desktop or laptop computer

Qualified applicants should email a **single PDF** **including *resume and cover letter*** outlining how you meet the above criteria, indicating salary expectations to hr@clwr.org. Closing date is April 5, 2022. Please quote “Church Relations Manager” in your subject line.

We thank all who apply but will only be contacting those who are moving forwarding in the application process.