



## **Job Description**

### **Church and Community Relations Coordinator**

Status: Part-time, approximately 30 hours per week, non-exempt,  
(potential full-time employment for development professional with event experience)

Reports to: Director of Development

Agape Flights is a Christian aviation ministry, delivering cargo, mail and humanitarian aid to 350+ missionary families in Haiti, the Dominican Republic and the Bahamas. In a world where resources are few and the infrastructure is sparse, Agape Flights' timely deliveries of mail and supplies are vital to sustain missionary families and their ministries. Agape Flights also delivers humanitarian aid and religious supplies to Cuba and expedites relief supplies during disasters and emergencies to our mission partners throughout the Caribbean.

The Church and Community Relations Coordinator will serve as a key member the Agape Flights' development team. The emphasis of the Coordinator's development activity will be to serve as Agape's liaison to regional and national churches, local community organizations and churches, and to represent Agape Flights via live and/or streamed presentations and events. The Coordinator is to build and maintain relationships among churches and community organizations by connecting them to the work of Agape Flights in meaningful ways which lead to sustained and increased financial support. The Coordinator is also responsible for Agape's internal event activities.

#### **Essential Functions:**

- Serves as lead contact with the majority of Agape's church partners. Lead contact duties include consistent communication, stewardship and appropriate appeals, coordination of presentations, mission conferences, on-site tours, special volunteer work projects and events, and providing customized partnership building opportunities.
- Identify, develop, and cultivate relationships with churches by communicating the vital work of Agape Flights.
- Attends appropriate community meetings and events to promote the mission of Agape Flights.
- Develops comprehensive strategies to acquire, cultivate and retain Church constituents.
- Coordinates donor contacts and activities with the Development staff and properly documents interactions in Agape's donor database.
- Works closely with the Director of Development to develop and manage special fundraising events.

#### **Qualifications**

##### **Required:**

- Associate or Bachelor's degree
- Experienced development professional with a minimum of 2 years donor/nonprofit experience
- Excellent interpersonal and communication skills
- Communicates well with an audience
- Detail-oriented, with strong organizational and critical thinking skills
- A flexible schedule, allowing participation in evening and weekend events
- Commitment to maintain confidentiality

#### **Performance Characteristics**

Is compelled by the love of Christ and the Agape Flights mission to serve missionaries

Supports Agape's Core Values of: Service, Integrity, Excellence, and Shared Purpose

Is a strong independent worker who values team collaboration

Is thorough and organized, yet flexible and creative

*Interested applicants should email a cover letter and resume to [HR@agapeflights.com](mailto:HR@agapeflights.com)*

*We thank you for your interest; only those selected for an interview will be contacted.*