

Society of St. Andrew

GLEANNING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY

Gleaning Network • Potato & Produce Project • Harvest of Hope



Job Opening: Church Relations Director

Title: Church Relations Director
Reports to: Development Director
Basic Functions: Fundraising, Communications
Location: Big Island, Virginia (Lynchburg/Bedford area)
Starting Salary: \$47,500/year
Starting Date: April 16, 2025
Application Info: Email résumé (Word or PDF) to Elise Vanderstelt, Human Resources at hr@endhunger.org

The Society of St. Andrew, a 501(c)(3) nonprofit organization with national reach and a \$4.0 million annual operating budget seeks dynamic, articulate faith leader to lead its outreach among congregations of all faith traditions, particularly those in the Christian tradition. The Church Relations Director is part of the Development (Fundraising) staff team.

Specific Duties and Responsibilities

Fundraising

1. Pursue, develop, support, and grow partnership agreements with major denominations, so SoSA is an official/recognized mission partner with congregations in order to promote SoSA's mission, engage volunteers and raise funds through the denominational body and its constituent congregations.
2. Promote SoSA's ministries and raise funds to support SoSA's mission among congregations of all denominations.
3. Develop a systematic and measurable annual fundraising campaign among churches.
4. Follow up with lapsed churches and create ways for them to continue giving to SoSA.
5. Resource and support SoSA Regional Office staff in their work with congregations.
6. Promote SoSA's monthly giving program and other fundraising initiatives, such as Adopt a Bushel, through SoSA's faith-based resources and through speaking engagements.
7. Lead the redevelopment of SoSA's Meals for Millions program, including staff resourcing and support, and public promotion
8. Continue to lead and support SoSA's long-time St. Andrew Club program.
9. Ensure all congregations and donors to SoSA's church related giving programs receive a "thank you" letter for each gift.
10. Supervise work of Church Development Assistant.
11. Participate in regular meetings of the staff development team.
12. Learn, take advantage of training opportunities for, and make full use of SoSA's DonorPerfect donor management system.
13. Operate programs within budgetary parameters; participate in annual budget development and monthly budget reviews.

Communications

1. Seek and schedule frequent opportunities to preach, teach and speak in congregations and at regional denominational gatherings for self, for Executive Director, and for other SoSA staff members, both in person and via Zoom.
2. Make wise and regular use of email, print and social media communication channels to promote SoSA's mission among congregations and regional denomination entities.
3. Encourage congregational involvement in gleaning, produce pickups, and farmers market gleaning and other hands-on SoSA volunteer opportunities in diverse geographical areas, in conjunction with Program staff.
4. Develop and work with Marketing/Communications staff to promote alternative giving opportunities for congregations, such as Hunger Action Month, Food Day/World Food Day, Souper Bowl of Caring, Penny Blizzard etc.
5. Develop and promote SoSA's mission of feeding spiritual hungers through Advent and Lent devotional resources, Bible studies, and Vacation Bible School materials.
6. Consider, create and promote additional church-related materials and programs as may be needed to support and enhance SoSA's mission in and through congregations.
7. Organize work flow and resource production to allow several months' lead time for congregations to preview and order materials and to minimize stress on support staff and equipment.

Other Duties

1. Regularly seek opportunities for further training and skills development, using available continuing education funds. Share learnings with development team to help SoSA operate with initiative and innovation.
2. Other duties as may be necessary or assigned.

Education, Skill, and Physical Labor Expectations

- 5-8 years experience in church work or ministry
- College degree required; advanced degree in relevant field a plus
- Goal-directed self-starter, with strong work ethic
- Collegial style
- Ability to work efficiently and effectively with minimal supervision, while achieving goals and objectives
- Good management and supervisory skills
- Maturity
- Flexibility
- Excellent oral and written communication skills
- Conversant with Christian faith language and texts; comfortable speaking in churches/faith communities
- Extremely proficient in computer use; comfortable learning new computer programs
- Able to lift up to 25 pounds occasionally, when accompanying a donor on a gleaning activity or when hauling displays/materials to tabling or workshop events

Other

Successful education and employment records and reference checks will be required prior to any job offer being extended. A national criminal background check (at SoSA's expense and initiation) will be required upon hire.

Any alcohol or controlled substance conviction within 60 months will disqualify an individual from participation. A firearms conviction or domestic violence conviction at any time is disqualifying, as is any personal assault conviction or any conviction involving crimes of a sexual nature, such as (but not limited to) sexual abuse, incest, indecent liberties, sexual misconduct, rape, or attempted rape. Any crimes against children/minors at any time will also disqualify an individual. In addition, theft, fraud and financial crimes that occurred at any time will disqualify individuals.

If SoSA has any questions about a flag on a background check, the Human Resources Director will reach out directly to the individual to gather more information. Employment with the Society of St. Andrew is at-will.

Work Hours and Conditions

This position will be based at the Society of St. Andrew's national headquarters outside Big Island, Virginia. Regular office hours are 8:00am-4:00pm Monday-Friday. Some weekend and evening work will be required. Overnight travel may be required up to 10% of the time for this position. All necessary office equipment, furnishings, and supplies will be provided.

Benefits

After 60 days, this position is eligible for Health and Dental Insurance coverage. SoSA pays 80% of individual or family premiums for the lowest cost of several available health care options and provides assistance toward medical expenses through a contribution to a Health Savings Account for the employee.

In January or July after one full year of employment, this position is eligible for 401K enrollment. SoSA puts in 5% of salary and matches up to an additional 4% employee contribution.

Sick leave and vacation accrue from the first day of employment at a rate of 8 hours per month each. There are 11 paid holidays annually.