



Partner Relations - Minister **Job Description**

Position: Partner Relations - Minister

Type: Full time/Salary/Exempt

Effective Date: 5/1/24

Position Purpose: The ideal candidate will demonstrate creativity and hospitality in coordinating details for partner functions. The candidate will have exceptional organizational skills in order to plan and coordinate partner events and dinners including seating, nametags, floral arrangements, etc. The person will connect with the partners of Global Awakening through personal interactions such as phone calls, one-on-one prayer sessions, written correspondence, etc. The heart is to bless the partners and connect them with Global via different mediums including websites, social media, and various events.

I. Needed Qualifications

- A. Passion for connecting and engaging with people
- B. Hospitality and creativity in coordinating partner functions—seating, nametags, floral arrangements, catering and venue arrangements
- C. Excellent verbal and written communications skills
- D. Excellent problem-solving and active listening skills
- E. Comfortable on Windows-based computer and Microsoft Office suite (Word, Excel, etc.)
- F. Understand and agree with Global Awakening's core teachings
- G. High level of accuracy and attention to detail
- H. Ability to discern potential needs and minister accordingly
- I. Strong knowledge of the Word
- J. Outgoing and kind demeanor
- K. Self-motivated and able to work diligently with little supervision
- L. Excellent organizational, coordination, and prioritizing skills
- M. Team player able to receive direction with a cheerful attitude
- N. Demonstrated Christian character.
- O. Agreement with the Global Awakening Statement of Faith

II. Job Responsibilities

- A. Facilitate daily calls to pray for, thank, encourage, and bless partners
- B. Oversee daily prayer ministry and development of Global Partner Prayer Wall in our prayer room
- C. Facilitate and process any monetary donations, as needed

- D. Assist with all annual partner events
- E. Assist in coordination of GSSM student volunteers for projects (as needed)
- F. New partner follow-up
- G. Participate in Partner Relations Team meetings
- H. Facilitate planning and preparation of partner meals and events (i.e. seating arrangements, name tags, floral arrangements etc.)
- I. Research requests related to partner events, strategies, etc. (as needed)
- J. Respond to emails and phone calls in a timely manner
- K. Stay familiar with Global Awakening's current teachings, meetings, and various updates that may impact partners
- L. Actively engage and build relationships with Global Awakening partners via phone, written correspondence, etc.
- M. Attend training sessions pertaining to changes or updates in current or future job roles
- N. Travel as needed to conferences
- O. Send out cards (birthday, wedding, anniversary, sympathy) and handwritten thank you notes
- P. Order, create, and coordinate partner gift bags, baskets and thank-you gifts
- Q. Set up, maintain, and manage partner accounts/partner profiles in our database
- R. Send out resources (books, links, audio teachings) to partners as needed in response to questions, needs, or trials.
- S. Assist partners with navigating the website to locate details (events, teachings, etc.)
- T. Place special calls requested by staff (i.e. disaster calls, special prayer etc.)
- U. Other duties as assigned by the Partner Relations Director

Reporting Relationship:

You report directly to: Partner Relations Director