

# LAKEVIEW MINISTRIES

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## **DIRECTOR OF MINISTRY RELATIONS JOB DESCRIPTION**

### **Position Description**

The Director of Ministry Relations will provide leadership in the planning, coordination, and implementation of all aspects of Lakeview Ministries' comprehensive ministry relations program. This program will be geared toward building and maintaining relationships with those who support Lakeview Ministries. An additional aspect of this program will include the development of the Camp Lakeview Foundation.

### **Required Qualifications**

1. A belief in Jesus Christ, and a belief that the ministry of Lakeview Ministries is an effective tool of the Holy Spirit to spread the wonderful news of forgiveness and salvation through Christ.
2. Be effective and skilled in verbal and written communication.
3. Be well-organized, self-motivated, and goal oriented.
4. Possess the social skills necessary to make a positive first impression with new acquaintances.
5. Possess the ability to speak openly before groups, as well as the ability to talk frankly and honestly with potential givers on an individual basis.
6. Be able to coordinate a team of volunteers.
7. Possess the ability and desire to solicit financial contributions, item donations, sponsorships, grants, and advertisements for the overall benefit of Lakeview Ministries.

### **Desired Qualifications**

1. Member in good standing of the Lutheran Church-Missouri Synod.
2. Experience with fundraising, resource development, marketing, and event planning.
3. General knowledge of investments and the various methods of planned giving.
4. Be well-connected with the philanthropic Lutherans who are in Lakeview's sphere of influence.

### **To Whom Responsible**

The Executive Director in terms of training, work assignments, supervision, evaluation, and personnel practices.

### **General Responsibilities**

1. With the Executive Director develop a comprehensive annual ministry relations program, addressing visions and goals for each of the following areas, (but not limited to):
  - Annual Operating Fund
  - Dinner Auction and other relationship building events
  - Planned Giving
  - Capital Campaigns
  - Proposals for Grant Support
2. Implement the ministry relations program through direct action and the coordination of other staff and volunteers.
3. Possess an attitude and actions which continually reflect that Christ lives within you and that you view your position as an opportunity to be in His service.

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## **Specific Responsibilities**

(Coordinate with the Executive Director, Administrative Assistant, other staff and volunteers in order to complete the following tasks.)

### *Annual Operating Fund*

- Manage all aspects of the Lakeview Partner program including, but not limited to donor communications, solicitations, recognition, retention, and growth.

### *Special Events*

- Manage all aspects of the special events planned throughout the year in order to deepen the relationships and connection of the Lakeview family.

### *Planned Giving*

- Manage all aspects of Lakeview's planned giving program in order to build up the Lakeview Foundation and its ability to impact the operations of Lakeview Ministries.

### *Grant Proposals*

- Research, write, and submit grant proposals to community and corporate entities whose objectives are aligned with the mission and vision of Lakeview Ministries.

### *Capital Campaign*

- Manage the planning and implementation of Lakeview's capital campaigns to obtain the funding to complete the strategic plans of the organization.

## **Other Responsibilities**

- Sustain staff and volunteer morale, fellowship, spiritual well-being, and team unity.
- Evaluate current operations and make recommendations as they arise.

**As a team member, assist other staff in any task that will enhance the outdoor ministry of Lakeview Ministries.**