



# MOUNT DORA CHRISTIAN ACADEMY & CHILDREN'S HOME

— Est 1945 —

## OPEN POSITION: COORDINATOR OF CHURCH RELATIONS (SOUTHERN REGION)

The Coordinator of Church Relations is a key member of Mount Dora Christian Academy & Children's Home Development Team. The Coordinator's primary purpose is to secure and increase financial resources for the Children's Home from churches and their memberships.

The work of the Coordinator is coordinated by the Vice President of Development.

### **Major Responsibilities:**

#### Church Relations

The Coordinator must be skilled at establishing, developing, and sustaining relationships with churches within and outside of Florida who are supporting, or willing to support the work at MDCA&CH. The Coordinator shall:

- Visit a minimum of 25 congregations annually to maintain and enhance
- relationships with MDCA&CH.
- Identify at least two new churches per year that may be willing to support the work of the MDCA&CH.
- Produce church presentations that effectively communicate the story of MDCA&CH. This may be through oral presentations (pulpit or classroom), written material, or a visual presentation.
- Identify decision-makers in each congregation, such as an Elder, Deacon, Minister, or other members, and ask for their financial support; whether through monthly budgeted giving, annual giving, or other programs MDCA&CH offers, i.e., *Change for Children*, Food and Supply Drives, etc.
- Determine why churches withdraw or reduce their support and attempt to remedy the situation.

### **WORK ENVIRONMENT:**

The Coordinator works closely with the Administrative Assistant in the Development office to carry out their duties. The assistant is well-versed in the processes described in the job description and provides support in Excel and Raisers Edge. The Coordinator also works closely with the Director of Social Services and Public Relations Director in creating an overall message of MDCA&CH that will elicit financial giving from churches and individuals.

This position requires considerable travel, including weekends. Speaking to churches, elders' meetings and other church groups is required, with special attention paid to growing our relationships with senior and women's groups.

Appropriate business expenses are covered.

### **QUALIFICATIONS:**

Possess a minimum of a Bachelor's degree or equivalent

Must be an active member of the Church of Christ

Please apply by submitting a resume, cover letter, and three references to:

Mount Dora Christian Academy  
301 W. 13th Ave.  
Mount Dora, FL 32757  
Attn: Brooke Adams,  
Director of Human Resources

or

[brooke.adams@mdcacademy.org](mailto:brooke.adams@mdcacademy.org)

# OPEN POSITION: COORDINATOR OF CHURCH RELATIONS

## **Major Responsibilities:**

### Benefit Dinners

The Southern Coordinator will manage the Sarasota, Jacksonville, Tampa, and Palm Beach Dinners. The Palm Beach dinner is held every other year. The Coordinator shall:

- Coordinate and oversee all aspects of the dinner, i.e., site selection, catering, marketing, advertising and promotion, logistics, etc., in line with PR guidelines.
- Solicit major sponsors or donors to defray and offset expenses.
- Build a team of promoters at each participating church to promote the dinner and distribute tickets.
- Identify 7-10 individuals per benefit dinner who have the potential for a planned giving follow-up.
- Create a presentation that effectively communicates our story through a compelling program that includes a visual presentation, videos, handout materials, and testimonials from children, single parents, or staff.
- Provide budget and accounting information before and after the event to gauge the cost-effectiveness of the dinner to the CFO & Vice President of Development. Propose cost-contain measures that increase profitability

### Major Donor Development

The Coordinator is required to identify and nurture relationships with church members who may be able to provide large gifts. The Coordinator shall identify individuals within the church who may provide MDCA&CH donations to:

- "Major" gifts necessary to fund upcoming capital projects, endowment, and debt elimination
- MDCA&CH Annual Fund
- Campaign Gifts
- Estates/Trusts/Gift Annuities/IRA/QCR Rollovers

### Change for Children

- The Coordinator is responsible for the *Change for Children* program.
- The Coordinator shall systematically coordinate a process to collect data on the cans with the appropriate church.
- Increase both the number of congregations supporting and the total amount of support