



Job Description - Relationship Manager (RM)

VISION

We envision children transformed by the redemptive power of Jesus Christ and empowered to fulfill all their God-given potential.

MISSION

Our mission is to provide Christ-centered homes and education for children, equipping and inspiring them to fulfill God's plan for their lives.

SUMMARY/OBJECTIVE:

The Relationship Manager is responsible for cultivating, stewarding, and expanding meaningful relationships with volunteers, donors, partners, and community stakeholders to advance the mission of Bethel Bible Village. This role emphasizes relational engagement, consistent communication, and alignment with the faith-based values of the organization. The Relationship Manager serves as both a representative and ambassador, connecting supporters' passions with opportunities to make an impact.

REPORTS TO: Director, Marketing and Development

JOB CLASSIFICATION: Exempt

DEPARTMENT: Development

SUPERVISES: not applicable

WORK LOCATION: Primarily off site in community engagement with an office at Bethel Bible Village

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Donor Cultivation & Stewardship**
 - Build and manage a portfolio of individual, organization, foundation, and corporate partners.
 - Develop personalized strategies to strengthen donor engagement and increase giving.
 - Conduct regular outreach, meetings, and follow-up to maintain authentic, long-term relationships.
 - Plan and participate in ministry functions, donor events, appreciation gatherings, and campus tours.
- **Fundraising & Development**
 - Collaborate with the development team to achieve annual fundraising goals.
 - Present giving opportunities, impact reports, and program updates tailored to donor interests.
 - Establish new sponsorships, expand in-kind donation partnerships, increase participation, elevate experience, and drive follow up engagement related to special events.
 - Track and report prospect and donor activity in relationship management database.
- **Mission Alignment & Communication**
 - Serve as an organizational ambassador who communicates the mission, vision, and values with integrity and clarity.
 - Ensuring all donor engagement reflects the organization's faith-based identity.
 - Work closely with program staff to translate impact stories into donor communications.

- **Collaboration & Teamwork**

- Partner with colleagues across programs, communications, and leadership to coordinate outreach.
- Support church relations, volunteer engagement, and community partnerships.
- Assist Development team in planning, organizing, and managing special events.
- Participate in staff meetings and faith-centered activities as appropriate.

MINIMUM REQUIREMENTS:

Spiritual: Be an active, participating member in a local Christian church. In accordance with the Mission of Bethel Bible Village, we will share the gospel with children in our care, as well as their families, to help them know and respond to the love of God in Christ.

Education/Experience: Bachelor's degree in communications, business, nonprofit management, ministry, or related field (or equivalent experience). Three plus (3+) years of experience in fundraising, donor relations, ministry development, or relationship management.

Specific Skills/Requirements: Strong written and verbal communication skills, with the ability to share stories and impact compellingly. Demonstrated ability to manage multiple priorities and maintain attention to detail. Proficiency in CRM/donor management systems and Microsoft Office Suite. Willingness to travel locally/regionally and occasionally work evenings/weekends for donor events.

Core Competencies: Relational and people-oriented with a heart for donors. Integrity, humility, and professionalism in representing Bethel's mission. Strategic thinker with a results-driven mindset. Collaborative, adaptable, and proactive.

PHYSICAL REQUIREMENTS:

This job operates in various public and professional environments. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands; reach with hands and arms; balance; stoop; kneel, climb; talk; hear; taste, or smell. The employee must occasionally lift and/or move up to 20 pounds.

OTHER DUTIES:

Please note that this job description is not designed to cover or contain an exhaustive list of all activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE:

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____

Date _____