



## **POSITION DESCRIPTION**

### **Ministry Partnership Development Coach**

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**Summary:** Coaches Entrust staff in raising funds for their ministries, Ministry Partnership Development (MPD). In cooperation with the human resources department, communications team and staff supervisors, develops a system and structure to provide effective MPD coaching for Entrust staff.

**Reports to:** CEO

**Commitment:** Part-time

**Location:** Flexible

**Compensation:** Raises support

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#### **SPECIFIC AREAS OF RESPONSIBILITY**

- Develop a system and structure to provide MPD training to Entrust staff, including appointees and current staff who experience difficulties in maintaining appropriate support levels.
- Create opportunities to train staff in proven, effective fundraising practices, using the system and structure developed.
- Work with the communications department to develop promotional materials to aid in raising support.
- Track appointees' support-raising progress, provide regular coaching and encouragement through the process, until appointees reach 100% support.
- Track the status of any established staff whose support levels are below budget and reach out to offer coaching and encouragement, until support reaches 100%.
- Contribute to mobilizing new staff, interns and donors to Entrust.

#### **OUTCOMES**

- Entrust staff appointees will successfully raise 100% of support and deploy to their active staff role within the allotted time frames described in the *Entrust Staff Handbook*.
- Entrust staff will maintain at or near 100% support levels.
- Entrust's central ministry fund will grow due to increased/full staff support levels.
- Entrust staff will have better resources and support for the MPD portion of their responsibilities.

Aug 2021

## **QUALIFICATIONS**

### **Professional Qualifications**

- Experience in non-profit fundraising.
- Proven ability to develop effective structures/systems.
- Creativity in developing and accomplishing goals.
- Excellent coaching skills.
- Excellent organizational skills.
- Excellent interpersonal skills.
- Detail-oriented.

### **Personal Qualities Desired**

- Self-motivated/self-starter.
- Flexible and adaptable to change.
- Team worker.
- Able to encourage and motivate others.

### **Spiritual Qualities Desired**

- Teachable spirit and servant's heart.
- Growing Christian who is personally following Christ and active in a local church.
- Consistent devotional life.
- Ability to bring a spiritual perspective to work as demonstrated in attitude, faithfulness and interpersonal relationships.

### **Employment Requirements**

- Agreement with Entrust Statement of Faith.
- Agreement with the policies and procedures in the *Entrust Staff Handbook*.

*Entrust is an employer-at-will. As such, Entrust reserves the right, as the employee does, to terminate the employment relationship at any time with or without reason.*