



<b>Job title</b>	<i>Ministry Representative</i>
<b>Reports to</b>	<i>Director of Operations</i>

### **Job purpose**

To enhance Mission Generation's presence, performance, and growth by providing representation with potential partners who are interested in reaching children, parents, and teachers with the good news of Jesus Christ.

### **Duties and responsibilities**

- Identify and engage potential churches, mission organization, and school partnerships
- Cold calling on targeted customers to establish contact. Identify the decision makers and begin to build relationships to determine how Mission Generation can help meet the needs of their administration
- Strengthen and maintain relationships with current partners by providing consistent and courteous contact through personal appointments, telephone calls, written correspondence, and email.
- Partner with Director of Operations to formulate personal business plan
- Submit status reports and documentation of progress in compliance with established tracking systems and dates
- Ensure compliance with current regulations in each community
- Host vision meetings and recruit others to host vision meetings to promote Mission Generation programs
- Participate in and promote fundraising activities and events to support overall organizational goals
- Additional functions as requested by supervisor

### **Qualifications**

- Working knowledge of Mission Generation ministries and operations.
- Strong verbal and written communications skills. An ability to establish rapport and instill confidence and trust.
- Detail oriented, proactive mindset, extremely conscientious, orderly and organized.
- Self-Motivated – ability to work in a decentralized arrangement with limited supervision.
- Good listening skills and an ability to demonstrate care in relationships.

**Working conditions**

Must be able to work in a disciplined and consistent manner in high freedom environment.

**Direct reports**

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<b>Approved by:</b>	<i>Stacy Valentine</i>
<b>Date approved:</b>	<i>6/20/2017</i>
<b>Reviewed:</b>	