



Career Opportunity

Sponsorship and Church Relations Officer – 24-month contract

Do you have a passion for Christian humanitarian ministry and want to use your gifts to be part of incredible life-transforming work?

ERDO (Emergency Relief and Development Overseas) is a registered Canadian charity that serves as the humanitarian agency of the Pentecostal Assemblies of Canada. We work in over 30 countries worldwide providing child sponsorship programs, crisis response and community development projects. In 2014 and 2015, ERDO was recognized by the Financial Post as one of the “Top 25 Charities in Canada”. This year, ERDO was recognized as one of Charity Intelligence’s “Top 100 Rated Charities”.

The **Sponsorship and Church Relations Officer** is a contract position with the potential of full time employment. The position is in ERDO’s Canadian office in Mississauga and will begin in January 2019 or as soon as the successful applicant is found.

Reporting to the Director of Resource Development, this newly created contract position will emphasize building and stewarding supporter relationships in addition to creating new sources of revenue through focused campaigns, volunteers and grant applications.

Key Responsibilities:

Fundraising – (55% of time)

Achieving fundraising income targets for the position by:

- Face to face promotion of ChildCARE Plus and ERDO projects to churches
- Foundation grant application writing

Ambassador Program – (35% of time)

- Promotion of the ChildCARE Plus Ambassador program to churches with the goal of enlisting new volunteer Ambassadors
- Equipping, coaching and stewardship of Ambassadors

Major ChildCARE Plus Sponsorship Accounts (10% of time)

- Cultivate and nurture relationships with our sponsors of multiple children
- Increasing levels of service, communications and recognition to these major donors

Qualifications:

- Experience fundraising and meeting or exceeding financial goals
- Demonstrated writing and relationship building skills
- Excellent time management skills
- Ability to manage multiple projects
- Ability to cold call churches and engage with all levels of church staff

- Comfort and experience in church public speaking
- Experience sourcing and motivating volunteer teams
- Experience using database systems such as Raiser's Edge for research and account management
- Ability to professionally and positively nurture relationships with supporters in a major donor context
- University degree
- Access to own reliable vehicle, and willingness to use it for travel to meetings
- Flexibility with weekly schedule which will include some evening and weekend work

Assets:

- Prior experience using Raiser's Edge
- Previous experience with a Christian humanitarian organization performing a similar role
- Understanding of/experience within The Pentecostal Assemblies of Canada fellowship
- Previous grant writing experience
- Bilingualism (French)
- Familiarity with relief and development activities and principles of social justice

**To apply for this position, please submit a covering letter and resume to: humanresources@erdo.ca
Please make your application before November 30, 2018.**