



MCV - Church Liaison - Role Description

MISSION STATEMENT: As followers of Christ, we empower currently and recently incarcerated women to achieve lasting, positive change through programming and personalized mental, emotional, physical and spiritual support.

VISION STATEMENT: *Changed Choices* exists so that women who have experienced incarceration lead restored lives marked by healthy decisions, self-sufficiency, and contribution to their communities.

CORE VALUES:

- Integrity
- Community
- Restoration
- Responsibility
- Productivity
- Affirmation

PURPOSE STATEMENT: A mission-critical volunteer is an individual who performs essential, non-compensated tasks typically integrated with staff, and is necessary for the organization's optimal functioning. The *Church Liaison* serves in a manner that represents the *Changed Choices* mission, vision and values. This individual is responsible for nurturing, supporting and developing our relationships with lapsed, current and future church partners.

REPORTING RELATIONSHIPS: Reports to and works cooperatively and collaboratively with *the Director of Development (DOD)* for specific projects.

TIME INVESTMENT: The Church Liaison can anticipate approximately 10-15 hours/month. After initial training, the majority of hours can be done remotely or via ZOOM for meetings.

MAJOR RESPONSIBILITIES:

1. Manage church relationships
 - a. Reach out to lapsed churches in an effort to reengage
 - b. Manage Church Communications –
 - i. Thank Churches for their gifts
 - ii. Send Church Quarterly missions update (written by the ED or DOD)
 - c. Develop and maintain relationships with leaders of women's ministries
 - d. Research potential new church partners in the greater Charlotte area

- e. Request opportunities to meet for the Executive Director
2. Solicit speaking opportunities for ED/CEO at women's events, Sunday Schools, Missions Committee's, etc.
3. Data Entry
 - a. Update Donor and Partner information in Salesforce
4. Meet regularly with the Executive Director and Director of Development (can be remote)

REQUIREMENTS:

- Excellent oral and written communication skills
- Ability to engage with organizations and individuals of varying denominations/cultural backgrounds
- Flexibility to handle varying assignments from week to week.
- Function with a high degree of organization and attention to detail
- Ability to take initiative and work independently and collaboratively with a team
- Represent Changed Choices well to our community, and partners
- Willing to learn Salesforce to keep database information current
- Comfortable working in MicroSoft Office and/or Google