

Presbyterian College
Director of Church Relations

Summary: Responsible for building and directing all aspects of a comprehensive church relations program that includes outreach and visibility, student recruitment, service to congregations, and resource development.

Essential Duties and Responsibilities:

Outreach and Visibility

- Develop and maintain contacts with PC (USA) churches and presbyteries.
- Create new church connections within other denominations.
- Ensure College representation at appropriate denominational events (presbytery, synod, General Assembly, and Triennium)
- In cooperation with Communications, Advancement, and Admissions, lead efforts to produce materials for churches (newsletters, fact sheets, e-communication, etc.)
- Work with appropriate external faith-based groups (FCA, youth groups, etc.) to schedule on campus events.
- Speak and/or present at connected churches
- Develop and oversee Church Relations Advisory Board

Student Recruitment

- Call on church professionals and make presentations to church groups to educate about Presbyterian College, and to encourage prospective students on campus visits, application, and admission to PC
- Work with Admissions to assure a PC recruiting presence in church related programming for high school students.
- Bring “good fit” groups of students to campus.

Service to Churches

- Develop programs designed to bring clergy, laity and youth to campus for meaningful experiences, including Youth Day.
- Identify and market potential College speakers and resources for church audiences
- Coordinate with campus departments to encourage facility usage (session retreats, ministry group meetings)

Stewardship & Resource Development

- Working with Advancement, assist in conducting special events for various college constituencies
- Working with Advancement, research and secure financial resources from church-related grants and mission funding for PC scholarships and programs.
- Nurture & steward individual relationships with PC alumni (both church professionals and congregation)

Qualifications, skills, and knowledge:

Bachelor’s degree required
Member of PC(USA) preferred
Experience working in or with a church community

Ability to work well with adolescents
Demonstrated experience in oral and written communication.
Ability to take initiative and offer innovative solutions.
Possess excellent interpersonal skills and developing collaborative relationships.
Ability and willingness to travel extensively, both weekdays and weekends

Application instructions:

Please mail a cover letter, résumé and list of three references to:
Presbyterian College
503 S. Broad St., Clinton, SC 29325
Or e-mail materials to: hr@presby.edu

Presbyterian College is an Equal Opportunity Employer. The College reaffirms its commitment to equality of opportunity and pledges that it will not practice or permit discrimination in employment on the basis of race, color, religion, sex, national origin, disability, or on the basis of sexual orientation as provided by the College's policy.