



North Carolina Institute
for Spiritual Direction
and Formation

Relationship Manager

North Carolina Institute for Spiritual Direction and Formation is seeking a Relationship Manager to serve over the course of the next year. The right candidate is someone who is well connected in the United Methodist Church in NC and enjoys telling others about the practices of Spiritual Direction and Formation.

The Relationship Manager will travel throughout central and eastern North Carolina to visit churches and pastors and encourage church partnerships with NCISDF. They will build relationships with potential partner churches (staff and leadership) and work to move churches from introduction to partnership (including but not limited to introductory meetings/coffees, follow up notes/thank yous, meeting with committees and church boards, etc). They will represent NCISDF at various gatherings and conferences and be comfortable and confident speaking in front of a crowd. They will have an understanding of Spiritual Direction and Formation and ensure their messaging is clear for a variety of audiences.

The Relationship Manager will utilize NCISDF Ambassadors to help with program marketing. This involves regular communication with Ambassadors and harnessing their networks to expand the reach of NCISDF. The Relationship Manager will meet with and train the Ambassadors 1-3 times a year, and will rely on Ambassadors to help set up introductory meetings with potential partner churches.

The Relationship Manager will report to and meet at least once monthly with the Co-Directors to report on progress and learn about any new programs and initiatives being offered by NCISDF.

The Relationship Manager should be comfortable using iContact or willing to learn the program to create professional communications.

This position is a contract position and will require an average of 6-8 hours per week. Compensation is \$25/hour plus mileage.

Required Qualifications:

- Reliable transportation
- Experience with Google Workspace and Zoom
- Established connections in the UMC in NC
- Understanding of Spiritual Direction and Spiritual Formation
- Skilled at clear, compelling, and professional communication
- Strong ability to manage, encourage, equip, and empower volunteers
- Experience, skill, and comfort with speaking in front of an audience
- Desire to meet new people utilizing the phone, email, and in person meetings

Desired Qualifications:

- Experience with Facebook, Canva, iContact

Interested candidates should submit a cover letter and resume to Khris Ford at director@ncspiritualdirection.org