

# Andrew Wommack Ministries Canada

<https://awmc.ca/careers/pr-manager/>

## AWMC Partner Relations Manager

### Description

#### General purpose:

- To provide oversight for Partner Relations, ensuring communication and synchronized efforts to provide excellent service to those associated with the ministry.

#### Line of authority:

- The Andrew Wommack Ministries Canada Partner Relations Manager will provide oversight for the Relations Administrator.

#### Line of accountability:

- The Andrew Wommack Ministries Canada Partner Relations Manager will report to the Andrew Wommack Ministries Canada Operations Manager, who will report to the Director of Andrew Wommack Ministries Canada, who in turn report to World Outreach Regional Director and ultimately to World Outreach.
- The Andrew Wommack Ministries Canada Partner Relations Manager will oversee the Relations Administrator and the CBS Volunteer Lead.
- The Andrew Wommack Ministries Canada Partner Relations Manager be subject to all policies and procedures established by World Outreach.

### Responsibilities

#### Duties General:

- The Andrew Wommack Ministries Canada Partner Relations Manager will ensure that their line of accountability is aware of and follows all policies and procedures established by World Outreach.
- The Andrew Wommack Ministries Canada Partner Relations Manager will work with their line of authority to develop strategies, submit written proposals, execute, and complete projects pertaining to retention, acquisition and conversion, while maintaining the integrity of direction from their line of accountability.
- The Andrew Wommack Ministries Canada Partner Relations Manager will ensure proper reporting for each area such as new and cancelled partners and ensure clear lines of communication back to their line of accountability.
- The Andrew Wommack Ministries Canada Partner Relations Manager will meet with their line of accountability twice a month.

#### Duties Specific:

- The Andrew Wommack Ministries Canada Partner Relations Manager will ensure all policies and procedures established by World Outreach are communicated and adhered to by their line of accountability.
- The Andrew Wommack Ministries Canada Partner Relations Manager will ensure timely and accurate reporting from each of their line of accountability for a clear representation of the status of the ministry.
- The Andrew Wommack Ministries Canada Partner Relations Manager will oversee the Relations Administrator in communicating with all partners

### Employment Type

Full-time, 37.5 hours/week

### Department

Partner Relations

### Reports to

AWMC Operations Manager

### Job Location

300 Steeprock Dr., M3J 2X1, North York, ON, Canada

### Date posted

April 22, 2025

(AWMC and Charis) on a pre-determined basis, thanking them for their partnership and provide an update of what is happening in their nation and opportunities for partners of the ministry.

1. This will be conducted according to the partners contact strategy.
- The Andrew Wommack Ministries Canada Partner Relations Manager will oversee and follow the process of large one-time donations.
  1. This will be at the discretion of the Operations Manager of Andrew Wommack Ministries in that nation. With the donation base also established by the Director of Andrew Wommack Ministries.
- The Andrew Wommack Ministries Canada Partner Relations Manager will work with the Relations Administrator and other stakeholders to grow the partner base of the ministry within the nation.
- The Andrew Wommack Ministries Canada Partner Relations Manager along with the Relations Administrator will assist with the following duties:
  1. Event preparations where partners attend, prior to, during and after the event(s).
  2. Special calls requested by staff (i.e. disaster calls, special prayer, etc.).
  3. Return calls from partners who follow up from a received business card or phone message.
  4. Plan Partner Relations Team meetings / planning sessions.
  5. Lead and provide vision to Partner calling team brainstorming and communication meetings.
  6. Research requests related to partner events, strategies, etc. (as required).
  7. Maintain and respond to emails in a timely manner within the Partner Relations inbox.
  8. Stay abreast of what Andrew is teaching to better connect with and inform partners.
  9. Being familiar with Andrew's current teachings, meetings, and various updates that may impact Partners.
  10. Attend training sessions pertaining to changes or updates in the current or future job roles.
  11. Strategize, implement & build partner programs and activities, including onboarding.
  12. Coordination of Donor Gifts: Place orders, write up marketing requests, coordinate marketing and production for certain activities.
  13. Maintain and complete Partner Reconciliation Report every 2

#### **Qualifications**

- Must be in agreement with the doctrinal statements of Andrew Wommack Ministries and Charis Bible College.
- Must have a background in management and partner relations.
- Must have good communication skills and work well with other people.
- Must have the recommendation of AWM Regional Director, World Outreach Regional Director, and World Outreach staff.
- Must be a current Charis Bible College student or alumni and be a partner with the ministry.
- Must be legally eligible to work in Canada.

#### **Guidelines / Expectations**

- Andrew Wommack Ministries Canada Partner Relations will conduct themselves according to the guidelines of the ministry. They will be held to

the standards outlined in the employee “Code of Conduct” portion of the directives. They will maintain a professional relationship with each of the people they oversee while operating within the scope of their positions.