



JOB DESCRIPTION

JOB TITLE National Ministry Consultant

DATE PREPARED June 29, 2023

GRADE 9 EXEMPT

FULL-TIME

MINISTRY AREA North American Ministries

REPORTS TO Randy Osborn TITLE Director of Live Events

A. ACCOUNTABILITY OBJECTIVE:

Build long-term, mutually profitable relationships with Christian churches and organizations within a defined market/territory. Primary objective for the National Ministry Consultant is to sell live events to churches in accordance with monthly and annual goals.

B. DIMENSIONS:

Uses a variety of sales strategies to maximize results in each area of responsibility, though the majority of the time is spent on the phone calling churches. The National Ministry Consultant also works with National and Associate Instructors in the region.

This position requires an extremely self-motivated individual who is highly disciplined and possesses excellent time-management skills.

C. ORGANIZATIONAL RELATIONSHIPS:

Executive Vice President & Chief Growth Officer

Director of Live Events

National Ministry Consultant

D. MAJOR DUTIES:

- Primary focus on scheduling live events while assisting each event sponsor with next steps
 - Plan and prioritize weekly activity to fulfill agreed upon metrics to meet Live Event goals
 - Develop long term relationships with clients within territory and continually serve them by expertly recommending next step resources
 - Responsible for all live event administrative functions up to the point of sale
 - Actively seek feedback and referrals from event sponsors in a timely fashion
 - Travel & conduct periodic in person meetings to schedule events with large church clients
 - Maintain timely and accurate record of all activity in Salesforce database
 - Attend regularly scheduled sales meetings
 - Other duties as assigned
-

E. SCOPE OF POSITION

1. Assignment, review and approval of work: The Ministry Consultant works directly with the Director of Live Events in the process of setting sales and other performance-related goals.
2. Responsibility and decision-making authority: This position carries the responsibility to act within existing policy and procedures and to complete task assignments including managing sales activity in the region in accordance with assigned sales goals.
3. Contacts: Regular interaction with local church pastors and leaders.
4. Specialized or technical knowledge: Truly enjoys providing service through selling. Strong work ethic and persistence. Strong desire to serve the local church. Excellent verbal and written communication skills and strong interpersonal skills are essential.
5. Personal Qualifications: This person must be committed follower of Jesus Christ, demonstrated by an intimate knowledge of Scripture, an active prayer life, a humble spirit, and active involvement in a local church. Must

possess a high degree of personal integrity, handling both personal and professional affairs honorably and keeping commitments, the ability to relate well with a variety of people, and the ability to work well in a team environment where the input of others is welcomed and encouraged.

6. Major or unusual problems: Must be goal-oriented, self-motivated, persistent, and able to consistently budget time in order to manage a territory and achieve sales objectives. Periodic travel required.

Approvals:

Department Head

Date signed

Division Head

Date signed

Vice President for Administration

Date signed