



ADRN Relationship Development Manager (RDM) Job Description

Job Summary:

Austin Disaster Relief Network (ADRN), a non-profit organization comprised of churches, ministries, and businesses within the Christian community of Greater Austin to form a disaster relief alliance helping those in need in times of disaster, seeks a Relationship Development Manager (RDM) to be based in Austin, Texas. The RDM's main objective is to engage and cultivate strong relationships with local churches, businesses, organizations, foundations, and key influencers and develop them into becoming Community Partners (CP) that join the network, find their place within ADRN's disaster response team, and financially partner with ADRN in various ways.

Responsibilities:

- Cultivate and develop strong relationships with local churches, businesses, organizations, foundations, and key influencers to join the ADRN network as Community Partners.
- Represent ADRN at fundraising events, receive raised funds, and speak on behalf of ADRN if necessary.
- Ensure successful Community Business Volunteer (CBV) orientations and Disaster Relief Coordinator development for each business that joins the network
- Generate financial opportunities through sponsorships, in-kind donations, Co-op Advertising Partnerships, Corporate Matching, and monthly revenue from local businesses, organizations, foundations, churches, and key influencers.
- Work in close partnership with local churches, businesses, organizations, foundations, and key influencers to ensure existing client satisfaction, retention, and advance new opportunities through follow-up, strategy, and engagement opportunities.
- Work closely with the ADRN Operations team to effectively communicate all contact information for all current and future prospects.
- Create a strong volunteer Business Development Core Team that is trained, skilled, and filled with the knowledge of ADRN, enabling them to cultivate, develop and engage with Community Business Partners, Community Business Volunteers, and non-network businesses.
- Develop policies and procedures, Letters of Intent, forms, and flowcharts for workflows
- Invite churches, businesses, organizations, foundations, and key influencers on and off the network to Open House Tours as a "point of entry" event.
- Operate as a liaison between the Community Business Partners and ADRN's marketing, Operations, and Training Departments, both in and out of disaster time.
- Uncover grant or corporate matching program opportunities through business and foundation relationships.

Specific Responsibilities:

Corporate Knowledge and Fundraising

- Must become knowledgeable of ADRN's mission, vision, and strategies.
- Research, identify, prepare, and solicit prospects for ADRN's donor relationships.
- Identify and prioritize opportunities for new business and community relationships.
- Track business, organization, foundations, and key influencer development growth and contact information.

Relationship Management

- Establish and maintain client relationships to ensure ongoing support, tracking all engagement in the customer relationship management system.
- Must have the ability to make, schedule, and follow through on prospective client introductions.
- Ensure receipt, acknowledgment, reporting, and stewardship of related communications for all sponsorship donations.
- Express gratitude to businesses, organizations, and key influencers giving one-time, monthly, and/or in-kind donations, volunteer hours, event hosting, etc. by way of handwritten thank you cards, personal phone calls, Light of Hope invitation, etc.

Administrative

- Develop and execute individual work plans that are aligned with ADRN's strategic goals for the businesses, organizations, foundations, and key influencer development with measurable targets and outcomes.
- Provide timely reports, including donor relationship management reports in the corporate database.

Qualifications:

- A Bachelor's degree and 5 years of experience in business development, relational development, or related field required, or an Associate's degree and 7 years of business development and/or relational development experience can be substituted for a Bachelor's degree.
- Ability to organize time, manage diverse activities and meet deadlines, with minimal supervision required.
- Ability to prequalify prospects and effectively present the vision, mission, and values of ADRN.
- Demonstrates flexibility to changing situations and priorities.
- Excellent written and oral communication skills; ability to proof and edit documents.
- Experience planning and coordinating projects and meetings.
- Experience supervising and recruiting staff and volunteers.
- Demonstrated ability to professionally represent ADRN to the volunteer base.

- Ease in using a wide variety of office software.
- Ability to manipulate, analyze and interpret data.
- Knowledge of trends, resources, and information related to volunteerism.
- Must have reliable transportation in order to visit prospective businesses, organizations, foundations, and key influencers.

Work Time and Location:

The primary work location will be our National Headquarters at 1122 E. 51st Austin Texas 78723. This role will require local travel within the five counties we serve. It is estimated that 20% of your workweek will be at the National Headquarters and 80% remote. Due to the nature of this role, it will not carry the normal daily hours as you may need to arrange your schedule to include some evenings and some weekends. This role is a minimum of 40 hours per week.

Organizational Expectations of Staff:

- Follow organizational policy, procedures and practice a culture of honor within one another.
- Communicates clearly with peers, co-workers, and team members.
- Sets the tone on reliability, attendance, high-performance standards, and what it means to be an I AM Ready™ Christian, emotionally, spiritually, and physically to all volunteers.
- Spends minimally one planned, full day per month, away from the office, seeking God's face for direction, guidance, support, and relief for the role. Spends time in the word and prayer with God for spiritual instruction, growth, and rest.
- Attends all of ADRN's emotional, spiritual, and physical training to understand the depth of what ADRN offers churches and volunteers.
- Minimum of 40 hours per week.

Ethical Standards:

ADRN has a reputation for conducting its ministry and activities with integrity and in accordance with the highest ethical and Biblical standards. All employees of ADRN must be committed to the Lord Jesus Christ, in accordance with the Bible and with ADRN's Statement of Faith. The authority for making the determination of these standards for ADRN shall be the Board of Directors working in consultation with the Executive Director, applying their interpretation of the standards set forth in the Bible.