

# CEF Dallas

**Position:** Ambassador

**Reports To:** Chapter Director

**Type:** Hourly Part-Time (20-25 hours per week), possibility of Full-Time

**Description:** The Ambassador is our Field Manager representing the CEF ministry to new churches and the community at large in an assigned area. In this role, our Ambassador will develop a pipeline of church contacts, nurture relationships with church leaders and establish church partnerships to advance the mission of CEF Dallas. The Ambassador takes Gospel responsibility for the assigned area and seeks Gospel opportunities in that area to expand the mission of CEF Dallas through our Club offerings and other ministries.

## **Duties to include:**

- Develop with Director a strategic plan, implement and manage plan to grow ministry presence in assigned area
- Develop a pipeline of church contacts to manage and establish relations with church leaders
- Visit, contact and develop Clubs with day care centers, apartment complexes and other venues
- Follow up routinely with local churches to communicate Club and outreach opportunities
- Conduct meetings with church leaders to share CEF ministry opportunities
- Maintain complete and accurate visitation records for all contacts in CRM
- Assist in recruiting and training volunteers for new church partners
- Attend weekly staff meetings to share ideas and field developments
- Generate visitation reports on weekly, quarterly and annual basis
- Attend educational workshops for professional development as scheduled by Director
- Stay updated on latest CEF news, training opportunities and curriculum to be the “expert” on CEF
- Other duties as assigned by the Director

## **Qualifications:**

- Bachelor’s degree or equivalent experience
- Authentic Christian witness and strong Biblical worldview
- 5+ years of relational development or outside sales experience; calling on churches preferred
- Professional appearance and demeanor that demonstrates Christian character
- Excellent organizational, verbal and written communication skills
- Outgoing personality to connect with church leaders and other childcare providers
- Good ability to teach and train volunteers as needed
- Good working knowledge of MS Office and aptitude to learn CRM
- Must pass Child Protection Policy background check and sign Workers Compliance agreement
- Must affirm CEF Statement of Faith

