



**International
Network of
Children's Ministry**

POSITION – Partner Relationship Manager

Location: Remote (with occasional travel)

Classification: Manager / Part-time (20-26 hours/week) / Non-Exempt

Compensation: Based on relevant experience

The International Network of Children's Ministry (INCM) exists to connect children's ministry leaders to training, resources, and community. Through initiatives like the Children's Pastors Conference (CPC), myINCM (INCM's Membership), on-demand courses, Children's Ministry Certifications, and more, INCM equips leaders to make a lasting impact on the next generation for Christ.

OBJECTIVE

The Partner Relationship Manager builds and stewards mission-aligned relationships with organizations that serve the children's and family ministry community. This role strengthens year-round partnerships, leads the CPC Resource Center partner experience, and develops meaningful opportunities for partners to serve the INCM community. The position also oversees the INCM Store initiative.

GIFTS

In addition to *spiritual maturity*, the gifts most critical to this position are Service, Strategic Leadership, Administration, and Communication, with Shepherding as an important secondary gift.

CORE COMPETENCIES

Relationship Stewardship • Sales • Strategic Thinking • Collaboration • Commitment to Excellence • Organization and Project Management • Discernment and Problem Solving

ESSENTIAL DUTIES

Partner Relationship Management

- Builds and stewards year-round relationships with resource providers and ministry partners, understanding their goals, audiences, resources, and priorities.
- Cultivates new, mission-aligned partnerships and strengthens existing relationships through meaningful engagement and renewals.
- Collaborates with the Executive Director to establish annual partnership revenue goals, pricing, packages, sponsorship opportunities, and strategies for growth.
- Develops and executes partnership opportunities that align partner goals, community needs, and INCM initiatives.
- Manages partnership agreements, communication, schedules, and deliverables.
- Develops and implements annual Organizational Membership plans, connecting participating organizations with relevant INCM initiatives.
- Tracks partnership activity, renewals, commitments, and progress toward established goals.

CPC Resource Partner & Resource Center Responsibilities

- Manages the CPC Resource Partner experience from recruitment through post-event follow-up.
- Develops exhibitor and sponsorship opportunities, including packages, upgrades, and add-ons.
- Develops and manages Resource Center floor plans and booth assignments.
- Serving as the primary contact for the event decorator.
- Leads onsite Resource Center operations, partner care, and troubleshooting.
- Recruits, trains, and leads volunteers supporting the Resource Center and INCM Store.
- Oversees the INCM Store initiative, including merchandise planning, inventory, point-of-sale operations, and onsite execution.

Systems Administration

- Maintains accurate records, including contacts, agreements, benefits, deadlines, and follow-up.
- Works collaboratively with Marketing/Communications, Training, Finance, and Operations to coordinate partner commitments and ensure excellent execution.
- Develops and improves repeatable processes, templates, and timelines, to support efficient operations, monitor progress and identify opportunities for improvement.

REQUIREMENTS

- 3+ years of experience in partnerships, sponsorships, exhibitor sales, account management, or a related field, with demonstrated success in developing and renewing partnerships.
- Proven ability to cultivate prospects, identify opportunities, discuss financial commitments, negotiate agreements, and achieve established goals.
- Strong organizational and project management skills, with the ability to manage multiple projects, competing priorities, and details simultaneously.
- Proficiency with spreadsheets, online forms, e-signature tools, shared drives, and digital systems.
- Clear, warm, and professional written and verbal communication, including confidence in setting expectations and navigating difficult conversations.
- A collaborative, solutions-oriented approach with the ability to think strategically, exercise sound judgment, and protect INCM's mission, reputation, and relationships.
- Ability to work independently and dependably in a remote role.
- Ability and willingness to travel to CPC each January and other required INCM events.
- A growing, committed follower of Jesus Christ who aligns with INCM's Statement of Faith and demonstrates an evident passion for children's and family ministry.

PREFERRED QUALIFICATIONS

- Experience with nonprofit or ministry partnerships, conferences, trade shows, sponsorships, exhibitor management, and related systems.
- Experience on a collaborative team where flexibility, initiative, and hands-on execution are valued.
- Familiarity or network experience within the children's ministry community.

OTHER DUTIES AS DIRECTED BY THE EXECUTIVE DIRECTOR

Responsibilities may evolve according to the gifts, experience, and strengths of the employee and the growing and changing needs of the ministry.