

09/08/2025

GORDON COLLEGE

Position Description

Title: Christian Organization Engagement Manager

Function: This role reports directly to the Strategic Partnerships Director. The Engagement Manager will identify and cultivate relationships with strategic churches, ministries, parishes and camps in the Northeast to build trust and a network of partnerships that engage learners and increase the brand reputation.

Description of Duties and Tasks:

Travel and External Relationships:

- Execute a partnership strategy for engaging Christian organizations in the Northeast.
- Develop relationships with target churches by attending Sunday services
- Establish regular presence at youth ministry, college nights, and ministry gatherings
- Build sustainable referral partnerships with ministry leaders

Partnership with School of Ministry, Theology and Biblical Studies:

- Partner with Dean of School to develop and create professional development opportunities for Christian organization staff teams.
- Partner with Program Director of MA program to plan and execute m
- Participate in school meetings to connect with faculty and share observations, data and experiences of external relationship work.
- Identify partnerships for experiential learning for current leaders at Gordon College (i.e. residencies, internships, etc.)

Data Collection and Enrollment:

- Update Salesforce CRM with contract information and tracking conversations
- Create opportunities to speak to students and parents about Gordon College through creative programming and collect contact information for Slate and Salesforce.
- Connect families directly with appropriate admissions counselors to help learners take their next step.

Event Collaboration:

- Represent Gordon College at New England conferences that serve ministries, camps and churches.
- Partner with Office of Strategic Partnerships in executing on and off campus Gordon related events for faith leaders (i.e. Faith Leader Gathering)

Required Knowledge, Skills and Abilities

To fully perform the above functions, the incumbent must possess the following knowledge, skills, and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Master's Degree in related field.
2. Ability to work together with a range of people including faculty, administration, ministry leaders, staff, etc.
3. Self-starter with management and detail orientation.
4. Strong verbal and written skills.
5. Passionate about whole-person formation and New England.
6. Strong leadership and team building skills as well as a growth mindset.
7. High emotional intelligence as it relates welcoming students, parents and ministry leaders to campus.

In our Christ-centered community, faculty and staff affirm the [College's Statement of Faith](#) as an expression of their own theological convictions and agree to work within [Gordon's community standards](#) in order to model these commitments for our students' formation. Gordon College faculty and staff support the College's commitment to the [Shalom Statement](#), which includes our desire to treat all individuals as equal image-bearers of God.