



PARS THEOLOGICAL CENTRE  
TRAINING LEADERS | TRANSFORMING IRAN

# Head of Partnership Development

Application Pack

## Thank you for your inquiry about the post of Head of Partnership Development at Pars Theological Centre.

### OUR VISION

Our vision is to see a vibrant and mature Iranian church, united in their love for God and neighbour, transforming the Persian-speaking world for Christ.

### OUR MISSION

Our mission is to equip and mobilize the Iranian church by training a new generation of biblically rooted, theologically informed and spiritually mature men and women of God, committed to lead the church in loving God and neighbour, transforming the Persian-speaking world for the glory of God.

### WHO WE ARE

We are an interdenominational community of theologians, pastors, counsellors, and administrators from a broad Evangelical spectrum, working together since the Spring of 2010.

### OUR INITIATIVES

#### School of Theology & Ministry

We offer a Persian-language Bachelor in Christian Theology & Ministry to Persian-speaking students in Iran and all over the world. This is a hybrid program that trains students through a blend of Online Classes and Tutoring, week-long Formation Retreats, and a robust Mentoring and Ministerial Practice scheme. We have program and institutional accreditation with the *European Council for Theological Education*.

#### Centre for Christian Counselling

Our team of counsellors provide in-person and online counselling **treatment** for our students, their families and the wider Iranian Christian community. We also provide **training** in Christian Counselling through video-based packages via our School of Theology and Leadership, and through day-events and workshops held in the Iran region and the diaspora.

#### Book Publications

We write, translate, and publish high quality books on Theology, Bible, Church, Leadership, Discipleship and Missions in the Persian language. These books are used by our School and are also made available to the wider Persian-speaking Christian community through the Pars Online Shop.

#### Shagerd Academy & Website

Our website and social media platforms make available compelling multimedia content on what a Christ-centered life looks like in today's Persian-speaking church and world, advancing a dynamic conversation between Christianity and Iranian culture.

## VALUES

### **An Interdenominational Community**

We seek to be a learning community that pursues and embodies love and unity in all we do. We joyfully welcome and celebrate denominational diversity within our student body and faculty, and plan to offer elective courses that foster in students a deep appreciation of their own and others' ecclesial traditions.

### **Rooted in the Bible**

As we strive to engage the Persian-speaking church and society in creative and winsome ways, we remain firmly rooted in the unchanging gospel of Jesus Christ. Our faculty and staff are dedicated to the solid biblical grounding of every course, program and initiative.

### **Devoted to Whole Life Formation**

We are passionately committed to the holistic formation of leaders who are empowered by the Spirit to shepherd the church and act as agents of renewal in all spheres of culture and society across the Persian-speaking world. All through our Online Classes, Formation Conferences, Mentoring and Field Ministry Programs, we seek to grow and nurture the spiritual, academic, communal, missional, and professional life of all our students.

### **Pursuing Excellence and Innovation in Theological Education**

In order to equip leaders who can effectively participate in the transformation of church and society in the Persian-speaking world, we pursue excellence in all our work. We invest in creative uses of technology and the latest transformative educational methods to ensure everything we offer our students and clients is of the highest standard.

## Job Overview

**Job Title:** Head of Partnership Development

**Location:** USA

**Working Hours:** Full-time (subject to negotiation).

**Salary:** \$50,000 - \$65,000 / year depending on level of expertise and experience (subject to negotiation). This will be paid on a monthly basis.

**Closing date:** Monday, 16th June 2025, 11pm British Summer Time

**Interviews:** Online, Wednesday, 25th and Thursday, 26th June 2025

**To start:** August 2025

## Job Profile

Pars Theological Centre is seeking a dynamic, visionary and relational Head of Partnership Development with strategic thinking abilities and managing skills to lead and grow its fundraising and partnership development activities. This is a unique opportunity for a leader motivated by Christian faith and passionate about the vision of Pars to shape and implement multi-year development strategies, build strong relationships with current and new donors and partners, and ensure Pars' annual budget is met through diverse and sustainable income streams.

**Line Managers:** Director of Public Relations (temporarily) and Director of Operations.

## Main Responsibilities

- Lead Pars' development department and its fundraising efforts: tell the story of the church in Iran and Pars' role in it, invite the global church to engage and partner with Pars such that Pars' annual operational budget is raised.
- Create annual and multiyear development strategies and plans for diversifying and increasing Pars' annual income.
- Play the lead role in the "acquisition" of funds within the development department: i.e. initiating and building relationships, communicating an "ask" to potential donors, and acting as a "closer."
- Work towards achieving a sustainable balance of unrestricted and project income, from a range of channels including: individuals, major donors, trusts, churches, organizations, events, etc.
- Ensure every partner of Pars is called at least twice a year so that relationships are developed and updates are given. Most of these calls should be done by the candidate but he/she can also delegate to others.
- Take a hands-on approach with major donor fundraising by identifying potential donors.
- Lead the development of creative and innovative prayer and fundraising campaigns in order to raise the profile of Pars and generate new income.
- With the help of the Director of Operations, create and oversee an optimal structure, rhythm and team for development efforts: this includes ensuring the timely submission of grant applications, reports, digital updates, phone calls, events, trips and visits with donors.
- With the help of the Director of Operations, plan and lead development trips and events.
- Travel for 4-8 weeks a year, visiting current and prospective partners and donors.
- Contribute to building a culture of excellent communications and fundraising across Pars' organisation as a whole.

- With the help of the Director of Operations and/or other development staff, oversee and ensure that all data, record keeping and administration related to development is operating efficiently and effectively, using appropriate tools.
- Regularly report to the Executive Director, the Senior Leadership Team and the board of trustees about progress made on different development initiatives and fronts, as well as annual income forecasts.

## Development at Pars

Currently, Pars has an average annual income of \$1.65 million. 80% of this is usually raised from organisations and foundations, 15% is from US-based churches and 5% is from individuals. Till now, this income has been raised by Pars' Director of Public Relations (former Associate Director) who has been leading all Pars' fundraising and partnership development efforts for the past 10 years, alongside her other responsibilities. Pars has also had a part-time Partnership Development Officer who has provided administrative support to the Director of Public Relations, as well as writing all grant applications, proposals, reports, digital emails and updates. The Director of Public Relations will be reducing her role at Pars from Easter 2026. Thus, Pars is seeking to recruit a new Head of Partnership Development to lead all its fundraising and development efforts. This person will shadow our Director of Public Relations for the first 6 to 12 months, during which time he/she will be introduced to all current donors, trained in Pars' development culture and approach, and given the necessary tools to effectively lead the Partnership Development team thereafter.

## Person Specification

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>WORK EXPERIENCE</b>	<p>Experience in leadership or management within a Christian charitable organization or business.</p> <p>Experience of developing and implementing strategies for partnership development, fundraising, communications or marketing in a charity or non-profit, business or in the corporate world.</p> <p>Experience in teamwork within a charitable organization or business.</p>	<p>At least two years experience of partnership management and/or fundraising, marketing or sales.</p> <p>Experience in building, and fundraising from, a base of regular supporters.</p>
<b>EDUCATION/ QUALIFICATIONS</b>	An undergraduate degree or equivalent.	A qualification in one of the following areas: Fundraising, Theology, Marketing, Financial Management, Business Administration, International Development.

<b>SKILLS ABILITIES BEHAVIOUR</b>	<p>Clear, strategic thinker with the ability to lead, plan, organise, manage, and implement.</p> <p>Exceptional interpersonal skills and ability to engage people effectively; prioritising quality of relationships with actual and potential partners.</p> <p>Able to prioritise work, ensuring short-term activities are in accordance with long-term goals</p> <p>Able to work according to tight deadlines and manage a heavy and varied workload.</p> <p>Able to analyze problems well and identify key issues which need action.</p> <p>Computer literate including in the use of common packages such as Microsoft 365 or Google Workspace.</p> <p>Experience and skills in using a database or spreadsheets.</p> <p>Willingness to learn how to use a database and customer relations management software.</p> <p>Working knowledge of Farsi.</p> <p>Demonstrated commitment to continual professional development.</p>	<p>Demonstrated ability to create, manage and report on budgets.</p> <p>Knowledge of media engagement.</p> <p>Knowledge of management and acquisition of funds for a charity or business.</p>
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## Questions about the role

Please direct questions about the role to the Director of Public Relations, Ms Shadi Fatehi ([shadi@parstheology.com](mailto:shadi@parstheology.com)).

## How to apply

Applicants are asked to submit the following to the Head of HR & Finance, Mr Eric Swofford ([eric@parstheology.com](mailto:eric@parstheology.com)), by the Closing Date indicated above:

- Covering letter of up to two pages outlining how you believe you are qualified for this role and clearly explaining how you meet the Essentials and Desirables listed in the Person Specification in this Application Pack.
- CV or resume of up to two pages.

**References**

Pars Theological Centre will ask the appointed candidate to provide two references. An appointment will be subject to receipt of two satisfactory references.