

Donor Relations Specialist

Background

Gateway Mission serves as a first step toward a new life for homeless men, women and children across West Michigan.

We provide emergency services and long-term discipleship programs that offer help and lasting hope. This Christ-centered care helps our neighbors overcome the root issues of poverty, addiction and homelessness so they can rebuild their lives, from the inside out. Our desire is to help every person who walks through our doors experience lasting transformation . . . From broken to beautiful. From lost to loved. From hopeless to hopeful.

Gateway Mission is committed to seeing lives transformed through a relationship with Jesus Christ. It takes a team of dedicated men and women who have been called by Christ to accomplish this mission.

Development Team

Our ministry is funded primarily through compassionate individuals, churches, businesses, companies and foundations, but also through the revenue from our social enterprises. The generosity of our community, in both monetary and material donations, is vital to the help and hope we provide our guests.

Gateway Mission is a 501 (c) (3) non-profit ecclesiastical ministry operating under the direction of a volunteer Board of Directors elected from a broad cross-section of Christians in the community.

Donor Relations Specialist

The Donor Relations Specialist role is to build relationships with middle/major donors for the purpose of continued and increased financial partnership.

The ideal candidate has:

Education & Experience:

- Bachelor's degree in related field required
- 5-7 years' experience with growing responsibilities in fundraising, marketing or related field

- Experience in a leadership role preferred
- Experience/knowledge of donor management/fundraising software
- Experience/knowledge of homelessness culture preferred
- Experience/knowledge of what God is doing through the ministry of Rescue Missions preferred

Skills & Abilities:

- Must be highly ethical with ability to make smart, timely decisions
- Must be detail oriented with ability to keep accurate records
- Must have excellent communication and listening skills
- Must be able to communicate effectively at the executive level with business leaders in our community and fit comfortably in social situations involving the same
- Must be able to manage multiple tasks and work within deadlines
- Must be goal oriented

Personal Characteristics:

Fulfill all aspects of position job description according to the biblical principles and philosophy of ministry as defined by the Gateway Mission Statement of Faith, Principles of Influence/Qualifications for Employment, and Mission/Vision/Values profile.

To Apply:

For a complete job description or to apply with resume/cover letter email HR@hopefoundhere.org For a full list of open positions visit [Careers - Hope Found Here](#). Phone inquiries may be directed to **Deb Vogel** at **616.396.2200**. Accepting resumes thru **October 31, 2022**.

Videos:

Gateway Mission You Tube Channel

[Gateway Mission - YouTube](#)

Gateway Mission Podcast

www.hopefoundhere.org/podcast