



## JOB DESCRIPTION

<b>Position</b>	<b>Department</b>	<b>Reports to</b>
Donor Relations Specialist	Development	Development Director
<b>Employment Status/Schedule</b>	<b>FLSA Status</b>	<b>Salary Level</b>
Full Time; 1 <sup>st</sup> shift	Exempt	4
<b>Location</b>	<b>JD Number</b>	<b>Last Update</b>
Gateway Center	14-02	10-5-22

### **Purpose/Mission/Vision**

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. Our mission is to declare and demonstrate the love of Jesus by providing housing and programs for the homeless and less fortunate. Our vision is to equip each person we serve to follow Jesus and live as a productive citizen. Gateway Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of Gateway Mission have a personal relationship with Jesus Christ and subscribe to our Mission, Vision, Core Values, Statement of Faith, and Qualifications for Employment upon hire and continuously while employed. Employees are encouraged and expected to share the Gospel as opportunities arise.

### **Position Summary**

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

### **Essential Duties & Responsibilities**

- Contribute to the leadership of the stewardship process including prospect research, communication, assignments, and any other activities required.
- Maintain all records necessary in Donor Perfect database to successfully cultivate and satisfy partners' desires for advancing the ministry by documenting the chain of the relationship.
- Build relationships with assigned portfolio individuals, corporations, and foundations.
- Work with the Development Director to formulate, implement and monitor effective stewardship plans and strategies.
- Achieve an overall stability and increase assigned funding relationships.
- As assigned, coordinate thank you calls and note strategy.
- Conduct tours as requested.

## **Personal Qualifications**

- Practicing believer in the Lord Jesus Christ
- Be an active member of a local evangelical church community
- Desire to meet the physical needs and spiritual needs by sharing the good news of the Gospel
- Be a person of upright character as outlined in scripture for those who fulfill the role of Elder or Pastor. (I Tim 3:1-7, Titus 1:6-9)

## **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 and 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

## **Physical Activities/Demands & Work Environment**

- Stand, sit, walk regularly; lift occasionally to perform job functions
- Manipulate, handle, feel, and control items or equipment
- Read, write, and interpret written documents
- Lift and move objects weighing up to 35 pounds
- Local travel expected, personal vehicle required
- No adverse environmental conditions expected

**2 Timothy 3:16-17** “All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work.” (ESV)

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Disclaimer This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform and other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and are subject to possible modification to reasonable accommodate individuals with disability. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed are the minim levels of knowledge, skills, or abilities. This document does not create an employment contract implied or otherwise, other than an 'at will' relationship.

Gateway Mission is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.