



The mission of American Baptist International Ministries is to glorify God in all the earth by crossing cultural boundaries to make followers of Jesus Christ.

INTERNATIONAL MINISTRIES

International Ministries (IM) Job Posting Announcement

Development Associate

Join a vibrant ministry that is helping people all around the world *come* to Christ, *grow* in Christ, and *change* their world for Christ!

Role and Responsibility: The Development Associate will be responsible for a range of fundraising-related activities including leading annual fundraising initiatives, writing, and proofreading fundraising documents. This person will have responsibility for departmental tracking in IM's donor database and perform a variety of data entry, record-keeping and administrative tasks, focused on facilitating the timely completion of the department's priorities. Manage the donor relationship management package, Blackbaud eTapestry. Serve as the liaison with the IT Team Database Administrator. Prepare and produce reports for analysis of donation trends and participate in the development of fundraising and marketing strategies. Support the organization, implementation, and evaluation of direct mail campaigns and other donor related events and strategies. Serve as the project liaison with other IM teams. Duties include donor relationship communication, mail opening, gift entry, credit card processing, and address changes. Assists Development Department with other tasks as needed.

Education, Experience and Competencies: Training and experience in Development and Fundraising. A Bachelors degree preferred and advanced skills in Microsoft Office; particularly Word, Excel, Access and Outlook. Training and experience in Blackbaud eTapestry donor software. Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. Detail oriented. Take accurate messages and independently handle the vast majority of donor phone calls. Excellent organizational and analytical skills are a prerequisite. Well-developed and professional interpersonal oral and written communication skills. Knowledge of ABC/USA and International Ministries (IM) preferred.

Compensation: Competitive compensation package including employer paid contributions to a 403b retirement plan, healthcare benefits (medical, dental, and vision,) and paid time off (vacation, sick leave, and holidays).

International Ministries serves more than 2,000 volunteer, short-term and long-term missionaries working in 70 countries. If you are ready to be a part of this dynamic organization, send a cover letter, resume, and name/address/phone numbers of three (3) professional references to: jobs@abc-usa.org

This posting will close on September 27, 2013.