

**Title:** Donor Advisor  
**Employment type:** Full time  
**Location:** Remote position with home office in King of Prussia, PA  
**Application deadline:** May 18, 2018  
**Contact:** HR@internationalministries.org

## POSITION OVERVIEW

International Ministries (IM) is seeking two major gifts field professionals who will raise financial support for the General Fund, mission projects and ministry priorities in support of Christian global mission. One to cover the West Coast/Southwest Region and another for Central/East Coast Region. Remote personnel work independently and monitor results via IM's Salesforce database. As part of the development team, the Donor Advisor contributes to strategies, research, cultivation and stewardship of a donor portfolio. Responsibilities include growing, renewing and acquiring new donors with a passion for supporting international mission through IM's global servants. In addition to growing individual support, the donor advisor will manage relationships with congregations and church-related groups. The donor advisor must demonstrate a Christian testimony and cross-cultural sensitivity to the diversity of the American Baptist churches. The donor advisor must demonstrate an ability to succeed in a faith-based environment, a passion for IM and an ability to translate that passion into deliverables of IM's fundraising goals with a high degree of integrity.

## RESPONSIBILITIES

- Effectively identify, research and qualify new prospects for assignment to the major gifts portfolio
- Build and manage a portfolio of approximately 150 individual donors
- Work with a supervisor to create and execute a cultivation and solicitation plan for each donor and prospect in the portfolio
- Work with the Mission Advancement team and American Baptist Foundation to encourage and grow the planned giving program to achieve legacy prospect goals as donors mature in giving.
- Develop and execute stewardship events and other engagement opportunities for donors and prospects in the portfolio
- Track portfolio activity and progress in the Salesforce database
- Create reports that reflect portfolio activity and performance as well as delivery of gift income against budgeted goals
- Provide support to the CEO in preparation for solicitations, including developing appropriate briefing materials in advance of meetings
- Manage 100+ meaningful contacts each month via phone, email, letters and notes to result in a minimum of 8 scheduled visits per month
- Maintain working knowledge of strategic priorities and global servant updates and journals

- Provide personal assistance in resolving donor questions

## **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree required; Master's or higher preferred
- CFRE certification a plus
- 5+ years of experience in development, with at least two years in major gifts
- Prior planned giving experience or equivalent training in legacy giving instruments
- Technology competency in Salesforce, Raiser's Edge or other CRM systems to run reports and track portfolio performance in a virtual digital environment
- Proficiency with Microsoft Office technology and information systems (including Word, Excel, Outlook and PowerPoint) and donor databases
- Knowledge of and appreciation for American Baptist is preferred, in order, to foster relationships; membership in an ABC church is desired, not required.

## **HOW TO APPLY**

To apply, email [HR@internationalministries.org](mailto:HR@internationalministries.org). Identify the position title in the subject line and attach a current resume and supporting documentation for further evaluation of qualifications and experience. Thank you in advance for your interest in joining IM's mission.

International Ministries is an EEO employer and provides a comprehensive and flexible benefit package. A detailed description of this position is available upon request.

*International Ministries, also known as the American Baptist Foreign Mission Society, works cross-culturally to invite people to become disciples of Jesus Christ and to proclaim, through both word and deed, God's reign of justice, peace and abundant life for all creation.*