Job Title: Donor Relations Specialist  
Reports To: V.P. of Advancement  
Shift: Full Time

General Description:
The Kalamazoo Gospel Ministries is a privately funded 501(c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious, and we are a Christ-centered ministry which is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and statement of purpose. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord.

Essential Functions:

- Kalamazoo Gospel Ministries Donor Relations Specialist will focus primarily on building relationships with a specific segment of financial partnership. Working with major donors ($5,000 annually and up), this position will intentionally connect major donors with the ministry and cultivate continued financial partnership. This individual will have monthly and annual goals for the specific area of focus.

- 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. It is essential that all conversations, mailings, visits, etc. be recorded to maintain adequate documentation of the “chain of relationship.”

- Build relationships with assigned portfolio of individuals, corporations, and foundations.

- Work with Vice President of Advancement 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.

- As a member of staff, uphold, promote, and encourage, in word and deed, desired organizational culture and values; purposefully seek to establish and maintain a culture that is based on grace and affirms and advances KGM’s vision and purpose.

Knowledge, Skills, and Abilities Required:

- Highly ethical with the ability to make smart, timely decisions.

- Detail oriented, with the ability to keep good records.

- Excellent communication and listening skills.

- Must be able to manage multiple tasks and work within deadlines. Must be goal oriented.

- Must have exemplary networking skills.

“But in your hearts revere Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect.” – 1 Peter 3:15 (NIV)
Personal Attributes and Values:
- Have a personal relationship with the Lord Jesus Christ and a desire to serve Him.
- Exhibit spiritual maturity as defined by evangelical biblical standards and in accordance with the employee handbook.
- Have a heart of compassion and caring toward the homeless and hurting and a passion about ministering life transformation in an urban setting.
- Have a heart of compassion and caring towards donors and a desire to help them fulfill their goals as a partner of the ministry.
- Demonstrates a courteous and Christ-like manner with internal and external partners
- Highly ethical with the ability to make smart, rapid decisions; demonstrates excellent integrity.
- Flexible, cooperative spirit
- Possess and promote a drug and nicotine free lifestyle.

Working Conditions/Physical Factors:
Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%
- Work will predominately require individual to work in a typical office environment.
- Some local travel. Personal vehicle required.

Equipment/Tools Used:
- Computer
- Donor Management Software
- Phone
- Fax

Education/Experience and/or Certification:
- Prefer a bachelor’s degree in a related field or 7-10 years’ experience with growing responsibilities in fundraising, marketing, or a related field
- Minimum of 5 years’ experience in a ministry leadership role
- Marketing and Sales Experience Preferred
- Because this position is highly relational and collaborative, demonstrated experience with community collaboration efforts and relationship building is required.

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