



## IMMEDIATE POSITION OPENING

8/26/2022

### **Donor Relations Manager**

(Full-Time, Exempt Position)

Reporting to the Director of Philanthropic Giving and Marketing, Geneva's Donor Relations Manager is responsible for developing and implementing engagement and fundraising strategies to grow revenue for the Ministerial Relief Fund, the charitable arm of the Geneva Benefits Group. With direction and guidance from the Director of Philanthropic Giving and Marketing, the Donor Relations Manager plays an integral role in Geneva's fundraising strategy as they deepen relationships with donors and prospects. They are primarily responsible for qualifying, cultivating, soliciting, and stewarding a caseload of approximately 400 donors and prospects, with an emphasis on mid-level and recurring donors (\$499-\$9,999 annually).

Please see Job Description for more detailed information.

#### PLEASE DIRECT INQUIRIES/RESUMES TO:

Geneva Benefits Group

ATTN: Heather Chambliss 1700 N. Brown Road, Ste 106

Lawrenceville, Georgia 30043

Email: [heather.chambliss@genevabenefits.org](mailto:heather.chambliss@genevabenefits.org)

Applicants must provide a cover letter, resume, and affirm the below employer statement, returning a copy of this page with their application.

Geneva Benefits Group not discriminate against any person on the basis of race, color, gender, national origin, age, disability, or veteran status, whether in hiring, promotion, pay, or benefit decisions. Nevertheless, as a Christian ministry, Geneva reserves the right to hire only those individuals who make a credible profession of faith in Jesus Christ and who demonstrate qualifications for the position being filled. While as a church entity, Geneva is not subject to the Americans with Disabilities Act, Geneva does not discriminate against any qualified individuals with a disability. Geneva will make reasonable accommodations to allow a disabled employee to perform the essential functions of his or her job whenever possible. It is the responsibility of the disabled employee to request an accommodation of his or her physical or mental disability by contacting his or her supervisor.

I have read the above requirements:

- Cover Letter Included
- Resume Included
- Affirmation of Employer Statement

1700 N BROWN RD #106 LAWRENCEVILLE, GA 30043 • 678.825.1260

[GENEVABENEFITS.ORG](http://GENEVABENEFITS.ORG)

As an agency of the Presbyterian Church in America (PCA), the role of Geneva Benefits Group is to “Prepare, Protect, and Nurture” ministers, missionaries, lay employees and their employing ministries through the provision of employee benefits, financial consultation and counseling. This is accomplished through providing the benefits and educating eligible PCA ministry partners about them. The benefits include the plans, programs and services provided through Geneva, including the PCA 403(b) Retirement Plan, PCA Group Insurance Plans, the Geneva Relief Fund program, and the counseling ministries of ServantCare and Cherish.

## **Our Vision**

We believe the gospel advances and the church thrives as men and women who serve PCA ministries grow spiritually and financially healthy.

## **Our Values**

**We Know You:** We Understand Ministry Life

**We Know How:** We Continuously Pursue Excellence

**We Care:** Relationships Are Our Bottom Line

## **Our Mission Statement**

We guide PCA pastors and ministry workers through the complexities of financial planning and employee benefits, so they and their families are able to live generously in every season of ministry.



Job Title	Department	Reports to	FLSA Status	Date Prepared
Donor Relations Manager	Advancement	Director of Philanthropy & Marketing	Exempt	August 26, 2022

**Job Title:** Donor Relations Manager

### Summary

Reporting to the Director of Philanthropic Giving and Marketing, Geneva's Donor Relations Manager is responsible for developing and implementing engagement and fundraising strategies to grow revenue for the Ministerial Relief Fund, the charitable arm of the Geneva Benefits Group. With direction and guidance from the Director of Philanthropic Giving and Marketing, the Donor Relations Manager plays an integral role in Geneva's fundraising strategy as they deepen relationships with donors and prospects. They are primarily responsible for qualifying, cultivating, soliciting, and stewarding a caseload of approximately 400 donors and prospects, with an emphasis on mid-level and recurring donors (\$499-\$9,999 annually).

### Responsibilities

- With guidance from the Director of Philanthropic Giving, execute and expand our current development program by initiating long and short-term strategies to secure gifts from individuals and churches using established techniques of prospect identification, cultivation, solicitation, and stewardship
- Directly manage a portfolio of donors drawn from both existing donor base and new contacts
- Engage with church staff and congregations in participating in our Look After Christmas offering
- Coordinate stewardship strategies and responsibilities with colleagues and Senior staff to ensure regular touch points with key donors
- Coordinate and assist with cultivation/stewardship events
- Assist in developing and implementing recurring gift program
- Solicit sponsorships in support of fundraising events
- Enter and track donor communications, meetings and contact information in data base
- Use strong verbal and written communication skills to articulate the mission and needs of Ministerial Relief
- Create and present engaging presentations about Ministerial Relief to churches, presbyteries, and individuals
- Ensure donors are thanked and properly receipted within 48 hours of making a gift
- Create and deliver meaningful stewardship content and connections for donors
- Identify major donor prospects

### Qualifications

#### Christian

- Strong devotion to Jesus Christ, holiness, and a passion to make him known
- A Christian whose life reflects mature spiritual growth as evidenced by the fruit of the Spirit and knowledge of the basics of the faith

- Active member of an evangelical church that affirms the tenants of historic Christianity (PCA church preferred but not required)
- In agreement with Geneva's Statement of Faith and Ethics

### Personal

- Passion for the church and the ministry leaders who work in it
- Excellent oral and written communication skills
- Committed lifelong learner
- Strong collaborative skills in order to work well with other Geneva associates and other PCA committees and agencies
- Tenacity to persevere in a challenging business and ministry environments
- Willingness to travel up to 20% of time
- Highly organized and able to adapt to new technologies
- Able to follow process and systems

### Professional

- 4-year college degree
- At least 3 years of fundraising experience
- Proven ability to meet deadlines and complete projects according to outlined scope, budget, and timeline
- Demonstrated working knowledge of principles and best practices of donor relations and fundraising
- Excellent communication skills, both written and oral; demonstrates ability to actively listen and adapt communication style and channel to donor's preference
- Familiar with Customer Relationship Management and Donation Platform systems

### **Working conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work

environment is usually moderate. Regular and routine travel to support the work will be required.

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. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.