

# Job Posting



## **IMMEDIATE POSITION OPENING**

02/07/2025

### **Title: 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 450 individual donors and prospects, with an emphasis on mid-level and recurring donors (\$499-\$9,999 annually). DRM will also manage a portfolio of 250 churches.

Please see the **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 complete or affirm the following (by checking each box and returning a copy of this page):

- Cover Letter Included
- Resume Included
- In Agreement with Geneva's Employer Statement (see below)
- In Agreement with Geneva's Statement of Faith (see attached)

### **Employer Statement**

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.

## **About Geneva Benefits Group**

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 Description**  
**Donor Relations Manager**



Job Title	Department	Reports to	FLSA Status	Date Created
Donor Relations Manager	Marketing	Director of Philanthropic Giving and Marketing	Exempt	8/26/2022

**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 450 individual donors and prospects, with an emphasis on mid-level and recurring donors (\$499-\$9,999 annually). DRM will also manage a portfolio of 250 churches.

**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 database.
- 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.
- Review donation entries and approve in database.
- Ensure donors are thanked and properly receipted within 48 hours of making a gift.
- Create and deliver meaningful stewardship content and connections for donors.

**This Section to be Updated by HR Department Only**

Title JD – Donor Relations Manager  
 Author C Zurbach  
 Dept Owner Marketing  
 Approved by ELT

Doc Number HR-JD-018  
 Creation Date 08/26/2022  
 Review Date 02/05/2025  
 Last Revised Date 02/05/2025

# Job Description

## Donor Relations Manager



- Identify major donor prospects.

### Qualifications

#### Faith

- 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 Code of Conduct.

#### Personal

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

#### Professional

- 4-year college degree, preferred.
- 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

### Location

Geneva's offices are located in Lawrenceville, Georgia. This is an in-office position. Remote work is not an option.

### Travel Requirements

Periodic travel to support the work will be required.

### Working Conditions

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

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accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise, temperature, and comfort level in the work environment is usually moderate.

### Other

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.

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<b>Written/Reviewed By:</b>	/s/ Chris Zurbach
<b>Title:</b>	Director
<b>Date Approved:</b>	8/26/2022
<b>Date Reviewed/Revised:</b>	2/7/2025

*A job description should be reviewed annually and updated as often as necessary.*

**See following page for revision tracking notes.**

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Author C Zurbach  
Dept Owner Marketing  
Approved by ELT

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**Purpose.**

We believe it is important for current and future employees to understand the values inherent in our ministry and what is expected of them as we seek to serve our mission. To that end it is our conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth. The Geneva Benefits Group (Geneva) Statement of Faith is not an exhaustive statement of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. As Geneva is an agency of the Presbyterian Church in America (PCA), the Constitution of the Church shall have control over any provisions of this document. Nonetheless, in order to provide transparency about our beliefs the following Statement of Faith has been created.

**We Believe.**

1. The Bible to be the inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. There is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. In the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. In the necessity of regeneration by the Holy Spirit for salvation because of the radical corruption of human nature, and that one is justified on the single ground of faith in the shed blood of Christ, and that only by God's grace through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. In resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28-29).
6. In the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
7. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

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**This Section to be Updated by HR Department Only**

Title	Statement of Faith
Author	C Lilly
Dept Owner	HR
Approved by	ELT

Policy Number	HR-008
Creation Date	07/26/2022
Review Date	08/05/2024
Last Revised Date	08/06/2024

**POLICY**  
**Statement of Faith**



- 8. The Gospel message is for every tribe, tongue, and nation. (Revelation 7:9-10, 14:6).
- 9. Bible-believing, professed Christians should be faithful members of a Gospel preaching church. (Acts 2:42,44,46; Hebrews 10:24-25).

This Statement of Faith reflects the intentions of Geneva. However, all hiring, job placement, discharge, and other employment decisions will be made in and at the sole discretion of Geneva.

Regardless of denominational affiliation, all employees agree to respect the PCA's and Geneva's beliefs. Geneva reserves the right to discharge employees for any reason, including but not limited to immoral or unethical conduct, conduct contrary to Scriptural teachings, habitual or unrepentant sin, and conduct negatively affecting other employees or reflecting negatively on Geneva's ministry and witness for Christ, and without regard to whether such conduct occurs on or off company time or premises.

Geneva's Executive Leadership Team ("ELT") holds final interpretive authority on biblical meaning and application with regard to the impact of PCA faith, doctrine, policy, practice, and discipline on all Geneva employment and operational decisions.

*The ecclesiastical Constitution of the Church is defined in the Book of Church Order, Preface III. The provisions of the Constitution shall [have] control over any provisions of this Policy to the extent of any conflict therewith.*

I hereby acknowledge that I have received, read, and understand this Statement of Faith as outlined above. I also acknowledge that I am in agreement with this Statement of Faith.

<b>Signature</b>	
<b>Printed Name</b>	
<b>Date</b>	

Return signed form to the Geneva's HR Department

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Title Statement of Faith  
Author C Lilly  
Dept Owner HR  
Approved by ELT

Policy Number HR-008  
Creation Date 07/26/2022  
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Last Revised Date 08/06/2024