

JOSH McDOWELL MINISTRY POSITION DESCRIPTION



Business Title: MID-LEVEL PARTNER REPRESENTATIVE
Ministry/Team: Josh McDowell Ministry
Reports To: Director of Development
FLSA Status: Exempt
Prepared By: Vivian Bailey
Prepared Date: September 16, 2022
Approved By:
Job Code:

SUMMARY DESCRIPTION OF POSITION: The JMM Mid-Level Partner Representative serves as an in-house ministry partner representative and provides donor and special project support to the Mid-Level Partner Program. In this position the Mid-Level Partner Representative will develop the financial resources needed to accomplish the unique role that the Josh McDowell Ministry plays in reaching the lost for Christ. This role will handle an assigned caseload of ministry partners. The Representative will minister to these donors and nurture these relationships and in this process explain JMM's mission, vision, and specific ministry opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: (Other duties may be assigned.)

As an employee with Cru:

- Actively and intentionally grow in his/her Christian faith
- Maintain a positive witness for Christ
- Express a dependence on the Holy Spirit
- Share what God is teaching her or him
- Consistently attend and participate in team/ministry devotional times.

FOR THIS POSITION:

- Communicate regularly with entire caseload by phone, regular mail, social media, and email.
- Challenge ministry partners to greater levels of financial involvement.
- Thank ministry partners for their partnership and informing them of how their partnership is making a difference.
- Encourage ministry partner involvement in vision trips, volunteer work, briefings, and events of Josh McDowell Ministry.
- Pray with and for ministry partners regularly.
- Work with ministry partners on special projects, i.e. resource distribution, vision trips, Men's Adventure, etc.
- Establish and maintain an up-to-date file in the GoldMine database for all assigned contact activity.
- Develop a working proficiency with computer software systems such as Connect & Care and GoldMine.
- Regularly purge the caseload of all non-giving ministry partners --as directed.
- Assign new donors to the caseload and create a relationship-development strategy for each new donor.

- Route new address, phone number and email addresses to Cru and Odyssey to ensure timely data management processes are maintained.
- Maintain electronic files containing stories and photos relating to changed life stories.
- Assist with welcoming newly acquired ministry partners to the ministry by sending them a “welcome packet.”
- Send reports to JMM leaders relevant to partners’ giving.
- Perform related duties or special projects as assigned, e.g. Urgent Needs calling campaign or assist in planning and executing JMM events when appropriate

OTHER FUNCTIONS (Non-essential):

- Attend Josh McDowell Ministry’s staff meetings and development team meetings
- Help with occasional office clean up
- Help with a limited number of JMM events
- Attend JMM biennial Staff Retreat - usually two nights out of town
- Attend Campus Crusade for Christ (Cru) semi-annual Day of Prayer
- Other duties as assigned by the employer

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Basic fund raising process and procedures.
- Josh McDowell Ministry and its mission.
- Computer software programs such as Connect & Care and GoldMine.
- Basic computer operations/skills and standard software such as Microsoft Office and Excel.

ABILITY TO:

- Work together with colleagues to build a successful team
- Talk with a smile and to demonstrate a servant’s attitude.
- Inspire ministry partners to continue their giving to Josh McDowell Ministry and increase if and when possible.
- Listen to understand ministry partners’ needs, desires and expectations.
- Communicate effectively both orally and in writing.
- Comfortably ask donors for a financial gift to support the work of JMM.
- Maintain a flexible work schedule, be available to work evenings or weekends as needed
- Solicit new and creative ideas from the ministry partners.
- Operate the copying, scanning, and printing hardware in the Plano Office.

EDUCATION and/or EXPERIENCE:

- Experience in customer service and working one-on-one with people (i.e. good people skills)
- One to three years of experience in fund raising and development--preferably for a Christian ministry.
- Two years of college education
- Additional demonstrated excellence in fund raising can be substituted for college training.

WORK ENVIRONMENT

- 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.
- Works in the Plano, Texas Office with flexible hours --to facilitate making phone calls in the evenings from home.

PHYSICAL DEMANDS/ABILITIES

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

CHRISTIAN GROWTH

It is anticipated that all employees of Campus Crusade for Christ, throughout the course of their employment, will actively seek opportunities for greater understanding, involvement and connection with our ministry by taking part in various activities as specified by their leadership. This includes attending periodic Bible studies and other worship experiences which occur in the workplace during the workweek. Employees are also expected to actively and intentionally grow in their Christian faith and exhibit Christian character as demonstrated by their attitude, appearance and conduct as outlined in the "Standards and Expectations" section of the employee handbook.

Apply:

www.josh.org/serve

Questions:

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