



## ADMINISTRATIVE COMMITTEE PCA

### ADMINISTRATIVE COMMITTEE/STATED CLERK'S OFFICE

Presbyterian Church in America (PCA)

#### Full-Time Exempt Position Available

The PCA Administrative Committee/Stated Clerk's Office (AC/SC) is the permanent "service committee to the General Assembly and the denomination," connecting and coordinating PCA churches, presbyteries, and Assembly ministries in order to enable the PCA to fulfill and advance its mission. The AC promotes the peace, purity, and mission of the PCA.

#### Donor Relations Specialist, Full-time Exempt - Remote

The Donor Relations Specialist is responsible for building and maintaining strong relationships with donors to ensure long-term engagement and charitable support. Under the immediate supervision of the Development Manager, this position plays a key role in the cultivation, stewardship, and recognition of donors at all levels.

##### Responsibilities:

- Develop and nurture authentic, prayerful relationships with donors, treating each interaction as an opportunity to reflect Christ's love and mission.
- Employ Biblically-grounded methodologies for engaging financial partners, focusing on generosity as a form of worship and discipleship.
- Cultivate, solicit, and steward a caseload of approximately 700 individual donors and prospects, with an emphasis on about 75 mid-level and recurring donors (\$500-\$10,000 annually). Develop a group of 10-20 individual donors giving over \$10,000 annually.
- Develop individualized methods for cultivating, soliciting, and stewarding donors toward large gifts and major legacies, with a goal of developing large donors of \$25,000 and above, as well as some major gift/legacy donors.
- Connect with Presbyteries as assigned.
- Share stories of transformation, vision, and impact that highlight how God is working through the PCA Administrative Committee.
- Perform tasks outside of usual routine duties as exigencies require.

##### Communication:

- Collaborate with the other members of the Development Team to ensure adherence to the team's strategic plan and the Administrative Committee's overall objectives, goals, and methodologies.
- Collaborate with senior staff in developing and arranging connections with larger donors.
- Work with the Development Manager to implement and enhance donor strategies and systems.

#### Accountability and Reporting:

- Maintain accurate and timely records of donor interactions and commitments using the organization's database.
- Submit regular reports of donor interactions to leadership.
- Perform other duties as assigned by the Development Manager, Business Administrator, and the Stated Clerk.
- The Donor Relations Officer reports to the Development Manager and the Business Administrator.

#### Skills and Attributes:

- Commitment to the vision and mission of the PCA Administrative Committee.
- Strong motivation to meet new people.
- Deep commitment to integrity and transparency in all communications.
- Outstanding interpersonal relationship skills, including active listening.
- Excellent written and verbal communication abilities. Pastoral and empathetic approach to relationship building.
- Ability and willingness to travel a maximum of 35 nights per year.
- Understanding of biblical stewardship and generosity principles.
- Competence in Microsoft Office or comparable is required.
- Experience with database use is preferred.
- Strong organizational and time-management skills.
- A deep understanding of the PCA and its various affinity groups.
- Innovative and curious, willing to learn.

#### Experience:

- A history of networking within the PCA.

Please direct inquiries/resumes to:

Heidi Harrison  
Administrative Committee/Stated Clerk's Office  
1700 N. Brown Road, Suite 105 • Lawrenceville, GA 30043  
678.825.1000 (phone) • [hharrison@pcanet.org](mailto:hharrison@pcanet.org)