

IMMEDIATE POSITION OPENING

Donor Relations Manager
(Full-Time, Exempt Position)

Reporting to the Director of Philanthropic Giving and Marketing, RBI'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 PCA Retirement & Benefits. With direction and guidance from the Director of Philanthropic Giving and Marketing, the Donor Relations Manager plays an integral role in RBI'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 individual donors and prospects, with an emphasis on mid-level and recurring donors (\$499-\$9,999 annually).

Please see [Position Profile](#) for more detailed information.

PLEASE DIRECT INQUIRIES/RESUMES TO:

PCA Retirement & Benefits
ATTN: Heather Chambliss
1700 N. Brown Road, Ste 106
Lawrenceville, Georgia 30043

Email: heather.chambliss@pcarbi.org

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

RBI does 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, RBI 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, RBI is not subject to the Americans with Disabilities Act, RBI does not discriminate against any qualified individuals with a disability. RBI 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

PCA Retirement & Benefits

As an agency of the Presbyterian Church in America (PCA), the role of PCA Retirement & Benefits (RBI) 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 RBI, including the PCA 403(b) Retirement Plan, PCA Group Insurance Plans, the PCA Ministerial Relief 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	People& Culture	Director of Philanthropic Giving and Marketing	Exempt	11/01/2021

Job Title: Donor Relations Manager

Summary

Reporting to the Director of Philanthropic Giving and Marketing, RBI’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 PCA Retirement & Benefits. With direction and guidance from the Director of Philanthropic Giving and Marketing, the Donor Relations Manager plays an integral role in RBI’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 individual 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
- 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 RBI’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 RBI 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.