

Mid-America Baptist Theological Seminary Job Description

Job Title: Donor Relations Assistant
Department: Development
Reports To: Director of Development
FLSA Status: Part-time Non-Exempt
Prepared Date: August 12, 2024
Classification: Regular Part-Time, 25-29 hours/week
Schedule: Monday through Thursday, 7:45-4:30

Current Mid-America students are not eligible for this position.

SUMMARY

Under the direction, policies and guidelines of the director of development, this position is responsible for maintaining, nurturing, and building relationships with our active and lapsed Mid-America donors, including individuals, alumni, churches, organizations, businesses, trusts, and foundations. The donor relations assistant will collaborate with the fundraising specialist to assimilate and engage new donors with Mid-America.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as needed or required.

- Works with the director of development to segregate donors for regular contact to maintain and grow our relationships with our donors through scheduled contact.
- Contacts donors on a schedule provided by the director of development that provides frequency and type of contact for each donor.
- Utilizes phone calls, text messages, emails, video calls, cards, letters and various other communications methods to reach Mid-America donors.
- Maintains regular contact and continues to build relationships with all active donors to increase the frequency and amount of gifts.
- Utilize DonorSearch to provide analysis of donor's capacity and willingness to give.
- Includes legacy giving as a part of conversations with donors of all ages.
- Tracks all donor contacts using DonorPerfect CRM technology
- Assists with execution of Mid-America fundraising campaigns and activities
- Updates personal donor records and files as needed

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.

- **Specific Skills**
 - Experience in a fundraising environment is helpful
 - Requires excellent organizational skills
 - Requires ability to gain and maintain the trust of donors
 - Must have above average interpersonal and communication skills
 - Must be self-motivated and a self-starter with an outgoing personality
 - Excellent time management skills and phone personality required
 - Ability to handle multiple tasks simultaneously
 - Ability to work well in a team environment and independently

- Proficiency in Microsoft Office products (Excel, Word, and Outlook) is expected.
 - Experience with DonorPerfect or other CRM's or databases will be helpful
 - General office skills related to filing and record retention
 - Must become familiar with Mid-America history and policies
- **Education and/or Experience**
High school diploma or higher. Undergraduate degree preferred. Related experience preferred.
 - **Language Skills**
Ability to read and interpret documents such as rules, procedures, and reports. Ability to write routine reports and correspondence and transfer donor information into DonorPerfect. Ability to communicate effectively with staff, faculty, and students.
 - **Reasoning Ability**
Ability to solve practical problems and deal with a variety of situations. Ability to listen well and respond appropriately. Ability to identify problems, determine solutions, and follow through to satisfactory resolution with prospective donors.
 - **Work Environment**
Indoor office. Employee is expected to be self-sufficient and work with limited supervision.
 - **Other Qualifications**
Sincere allegiance to the mission of the seminary
Personal faith in and commitment to Jesus Christ
Professional expertise and integrity
Excellent organizational skills
Excellent interpersonal skills
Caring, compassionate, and patient attitude
 - **Physical Abilities**
While performing duties of this job, the employee is required to sit for long periods with extended periods of computer and telephone use, stand, walk, use hands, reach with hands and arms, and lifting of 10+ pounds.

This description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

For more information or to apply please send inquiry or resume to Karen Nelson
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