

Job Title	Fund Development Donor Relations and Events Manager		
Employee's Name		Date Prepared	
Organization	YFC International Ministries	Department	Development
Supervisors Names & Titles	Director of Development		
		Location of Service	Remote or YFCI HQ
To be completed by HR:	Part-time or full-time	Additional Notes:	100% Fundraised Admin Missionary
FLSA Status			
POSITION PURPOSE	<p>Youth for Christ is a missionary movement entrusted with a global vision and committed to a mission of youth evangelism, discipleship, social involvement and leadership development. All YFC International Ministries (YFCI) staff come under the authority of the YFCI Employee Handbook.</p> <p>The role of this position is to help reach young people worldwide by developing positive relationships with donors, and planning and implementing donor events that advance the objectives of the Global Fund Development Plan and team.</p>		
ESTIMATED PERCENTAGE OF TIME	ESSENTIAL DUTIES		
SPIRITUAL RESPONSIBILITIES	<p>Spiritual Responsibilities: The overriding religious purpose and mission of Youth for Christ is to communicate the Gospel of Jesus Christ to young people and their families. YFCI staff endeavor to make, educate, and encourage life-long disciples of the Lord Jesus Christ. Employees of YFCI commit to the YFCI statement of faith.</p> <p>The following responsibilities of a spiritual nature will apply to your position within our organization:</p> <ol style="list-style-type: none"> 1. Seek God's guidance and wisdom, through prayer and meditation. 2. Participate in and occasionally lead regular times of prayer and worship. 3. Participate in and occasionally lead times of study from the Holy Bible. 		
25%	Partner Development. Staff are responsible to fundraise for the ministry of YFCI. This includes meeting and connecting with donors to YFCI.		
40%	Donor Management and Satisfaction <ul style="list-style-type: none"> • Working with Development Team to move donors from one level of involvement to the next. 		

	<ul style="list-style-type: none"> Overseeing a plan of showing gratitude and providing joy to donors for their involvement in the mission of YFCI. <ul style="list-style-type: none"> Calling and writing to thank donors consistently. Developing events or activities to show gratitude to our donors
35%	Planning and Promoting Fund Development Events <ul style="list-style-type: none"> Work with Development Team in determining the most effect events to accomplish its purposes Plan, arrange, and staff events. Work with Development Team to ensure successful promotion of events. Oversee the successful execution of events. Work with Development Team to ensure that events are followed up for maximum impact.

EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB

JOB SPECIFICATIONS

KNOWLEDGE/SKILLS AND EXPERIENCE	
EDUCATION	Bachelor's Degree is recommended.
EXPERIENCE	Experience in fund development, and donor relations, and event planning.
ON THE JOB TRAINING	Yes
EQUIPMENT UTILIZED	Computer, phone, donor database
MANAGE BUDGET YES / NO	Personal fundraising budget. 100% personal compensation fundraising required.
SUPERVISORY RESPONSIBILITY # OF INDIVIDUALS	As assigned.
COMPETENCIES	<p>To perform this job successfully, an individual should demonstrate the following competencies:</p> <ul style="list-style-type: none"> Communication: Provides regular, consistent, and meaningful information. Listens carefully to others and ensures message is understood. Ensures important matters are shared with all appropriate parties. Communicates in a clear and concise manner. Uses appropriate grammar, pronunciation and tone to enhance understanding. Demonstrates professionalism through body language, including eye-contact and posture. Tailors communication style to needs of the recipient. Dependability: Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments;

	<p>Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.</p> <ul style="list-style-type: none">• Teamwork: Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.• Professionalism: Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

Agreement

Employee Signature

Date:

Supervisor Signature

Date: