

Job Title	Fund Development Training 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			
<b>POSITION PURPOSE</b>	<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, in close collaboration with the Director of Development, is to design, teach, and evaluate effective training in Fund Development as well as other areas of needed training as determined by the Training Department.</p>		
ESTIMATED PERCENTAGE OF TIME	ESSENTIAL DUTIES		
<b>SPIRITUAL RESPONSIBILITIES</b>	<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"> <li>1. Seek God's guidance and wisdom, through prayer and meditation.</li> <li>2. Participate in and occasionally lead regular times of prayer and worship.</li> <li>3. Participate in and occasionally lead times of study from the Holy Bible.</li> </ol>		
25%	<b>Partner Development.</b> Staff are responsible to fundraise for the ministry of YFCI. This includes meeting and connecting with donors to YFCI.		

50%	<b>Fund Development Training</b> <ul style="list-style-type: none"> <li>• Design and continually improve upon fund development training and resources for YFCI Denver office, nations and staff worldwide; conduct research; adapt training to various cultures.</li> <li>• See that all materials and training is translated into YFCI major languages.</li> <li>• Train in area of Fund Development for requesting YFCI nations and people around the world.</li> <li>• Oversee and maintain a follow-up strategy for the Fund Development training; including the mentoring of YFCI Denver staff in area of personal fundraising.</li> <li>• Multiply efforts through the training and mentoring of other YFC staff.</li> </ul>
5%	<b>Development Team</b> <ul style="list-style-type: none"> <li>• Work with the Development Team to help identify funds needed, preferred funding targets, and approaches; build a robust donor base, develop and maintain key long-term relationships with donors and prospects;</li> <li>• Communicate: Communicate fundraising goals and progress throughout YFCI; provide weekly fund development helps to staff through email and social media.</li> </ul>
20%	<b>Training Team</b> <ul style="list-style-type: none"> <li>• Work with the Training Team to design and develop other training as needed and determined by the YFCI Training Department;</li> <li>• Work with YFCI Training Department to deliver the training to the field.</li> </ul>

**EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB**

**JOB SPECIFICATIONS**

<b>KNOWLEDGE/SKILLS AND EXPERIENCE</b>	
EDUCATION	Bachelor's Degree in related field
EXPERIENCE	Training and teaching internationally; development/fundraising; project leadership
ON THE JOB TRAINING	Yes
EQUIPMENT UTILIZED	Computer, phone, donor database
TRAVEL	Yes, internationally
MANAGE BUDGET YES / NO	Personal fundraising budget. 100% personal compensation fundraising required.
SUPERVISORY RESPONSIBILITY # OF INDIVIDUALS	As assigned.

COMPETENCIES	To perform this job successfully, an individual should demonstrate the following competencies: <ul style="list-style-type: none"><li>• Entrepreneurial Spirit: Takes initiative and actively seeks to improve upon current trainings.</li><li>• Communications: Skilled in creating powerful, compelling written and oral communications. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences;</li><li>• Influencing: Gets others to accept ideas by using convincing arguments, creates a win-win situation and responds appropriately to key stakeholders.</li><li>• Collaboration: Effective at working with others from different nations and cultures, to reach common goals and objectives.</li><li>• Relationship Building: Skilled at establishing and cultivating strong relationships with peers, across different levels and Area's of the international organization and externally.</li></ul>
--------------	--

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:**