



NEW LIFE RANCH

FULL TIME

Donor Relations Manager

JOB OVERVIEW

As the Donor Relations Manager you will directly drive our mission of proclaiming the Gospel of Jesus Christ and equipping believers for ministry forward by promoting ministry partnerships through effective events, engaging donor outreach, and detailed gift record management. You will be a part of a dynamic and passionate team, using your gifts and talents to raise awareness of the life changing ministry that happens at New Life Ranch while supporting effective development practices.

YOUR RESPONSIBILITIES

- Execute an effective plan for donor stewardship year-round, including, but not limited to, timely receipting procedures, donor database management, and donor appreciation measures.
- Work with the Development Team to create effective donor communication strategies.
- Coordinate fundraising events, including, but not limited to, the annual Camper Scholarship fundraising dinners, and the Flint & Steel Trail Run.
- Own the donor database to create effective reporting, accurate records, and work with the finance office to ensure accounts are reconciled.
- Be the point of contact for missionary staff regarding support raising.
- Be a part of the Development Team's annual strategic planning for all fundraising practices.

AS A PART OF FULL TIME STAFF

You embody our core values.

- Biblically based - Be committed to following Jesus, investing time in your spiritual growth.
- Focused on relationships - Be an encouraging and engaged member of our staff.
- Service to others - be open and excited to assist other departments when available.

You pursue growth. This could look like meeting with a mentor, engaging in our staff development model, attending conferences, or learning new job related skills.

EDUCATION & EXPERIENCE

A minimum requirement of a college degree and/or sufficient, relevant experience in event planning, fundraising, and/or communications as deemed necessary by the Development Coordinator.

GENERAL QUALIFICATIONS

- You are CPR certified (can be attained after hired).
- You take initiative in your work.
- You are detail oriented and have good planning skills.
- You have a basic knowledge of common computer programs (MS Word, Excel, Google Apps).
- You exhibit Christlike character and professionalism through all of your interactions.

DEVELOPMENT QUALIFICATIONS

- You have experience project managing or coordinating events, collaborating and working with vendors.
- You are able to maintain strict confidentiality in areas of donor information, organizational finance, and missionary staff support.

ACCOUNTABLE TO: Development Director

COMPENSATION STRUCTURE

This is a full time missionary staff position. This means that while your salary is determined by experience and qualifications, New Life Ranch pays half of that salary, and equips you to then raise financial support.

BENEFITS

- Highly discounted health plan through Christian Healthcare Ministries, with an HRA.
- 2 weeks PTO after one year (1 week during your first year).
- 1 week PTO at Christmas every year as well as PTO days at Thanksgiving, New Years, and Easter (no federal holidays off).
- Casual, fun, and flexible work environment.
- Beautiful work location.
- An emphasis on staff development.
- Ability to eat at camp when meals are served to groups.
- On site housing or housing allowance.

DISCLAIMER: This job description is not meant to cover all activities and responsibilities. Subject to change.

NEWLIFERANCH.COM/CAREERS/EMPLOYMENT-APPLICATION/