

**Talking Bibles International
Job Description**

Job Title: Partner Relations Associate (Telephone Fundraiser)
Department: Development
Reports To: Partner Relations Administrator
FLSA Status: Non-Exempt, Part Time
Prepared Date: April 4, 2019

RESPONSIBILITIES AND DUTIES

Under the direction of the Partner Relations Administrator:

- Assists the development team with planning, organizing and implementing telephone cultivation and solicitation telephone strategies to achieve ministry income results.
- Builds trust with donors through reporting results of their donations.
- Asks partners for continued support for the placement of Talking Bibles with unreached, non-readers.
- Makes “thank you” calls to donors for selected donations in the \$100-\$500 range.
- Assists with requests for information and materials from donors such as newsletters, DVD’s/CD’s and welcome packages.
- Schedules donor appointments and speaking assignments (churches and individuals) for the President and Vice President of Ministry Operations in USA.
- Back-up on answering phones and gives information to callers or routes calls to appropriate person.

QUALIFICATIONS

To perform this position successfully, an individual must have:

- Proficiency in Microsoft Office applications including Word, Excel, and Outlook.
- Must be willing to learn Raiser’s Edge 7 and RE NXT donor database system and assist development administration with timely donor information and updates.
- Time management/scheduling: the ability to organize and manage multiple donor solicitation projects and priorities within agreed upon deadlines.
- Attention to detail and follow through and good donor relations. Is persistent with follow up.
- Excellent interpersonal and communication skills. Fluency in English - read, write, speak.
- Excellent communications/telephone/listening skills.
- Commitment to ministry values and alignment with Talking Bibles Statement of Faith.
- Must be a professing Christian with a lifestyle and walk that is in alignment with the Holy Bible.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college program or business education program; or three to five years related experience and/or training; or equivalent combination of education and experience. Customer service/sales background helpful. Must like people.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is an office based position in Escondido, CA.

The employee must occasionally lift and/or move up to 35 pounds. While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. Must be able to sit and work on the telephone and computer.

WORK ENVIRONMENT

Small, fast paced general office environment.

WORK HOURS

Initially, this position will be part time, between 24 and 28 hours/week, Monday-Thursday.

COMPENSATION

Competitive and based on experience.

REPORTING

This position reports to the Partner Relations Administrator. Frequent contact with the senior leadership team.