



Job Description

Job title *Donor Development Scheduler / Partner Services Division Deputy*

Reports to *Divisional Leader, Partner Services*

Job purpose

The purpose of this position is to act as deputy to Partner Services Divisional Leader by developing ongoing Donor Development Schedule.

Duties and responsibilities

The primary job duties and responsibilities include, but are not limited to:

- Recruit and develop Telecommunication Team members and leaders
- Monitor and report on Donor Development progress
- Oversee communications with potential partners and partner churches
- Using Geo-Mapping maximize International and National Director regional travel by scheduling personal visits and promoting public events
- Conduct Travel itinerary research and make recommendations for Team travel
- Assist in the preparation of regularly scheduled reports
- Produce and manage trip budgets; and produce After Action Reports
- Provide general support to Missions Outreach Divisional Leader

Qualifications

The ideal candidate will understand and demonstrate a commitment toward the mission and vision of CLUB1040; have excellent written and verbal communication skills; superior organizational and task management skills; ability to work independently with minimal supervision; and, a commitment to excellence.

Qualifications include:

- B.S. / B.A. Preferred.
- Understanding of General Office Administration
- Proficient in MS Office
- Experienced in project and multiple task management

Working conditions

Office and computer work / Incoming and Outgoing phone calls / mail processing. Some travel.

Physical requirements

Sitting at a computer for extended periods of time. Receiving deliveries – sometimes of boxes of printed material weighing in excess of 25 lbs.

Direct reports

Coordinate and direct the efforts of Donor Development Team

Approved by: *Partner Services Divisional Leader*

Date approved: *July 18, 2016*

Reviewed: *July 18, 2016*