



## JOB DESCRIPTION

**Job Title** Development Associate

**Department:** Advancement

**Reports to:** VP of Development

**Effective Date:** October 1, 2021

For more than 200 years, Biblica has helped people beyond the reach of God’s Word discover the love of Jesus Christ. As we push into our third century, we continue to produce relevant and reliable Scripture translations and resources that minister to people on the margins of the Gospel—the unreached, unengaged, unseen, and unwanted. Our Mission is clear: to provide the Bible in accurate, contemporary translations and formats so that more people around the world will have the opportunity to be transformed by Jesus Christ. The Bible is at the heart of Biblica’s mission. We are captivated, challenged, and inspired by this extraordinary collection of books. We believe the Bible is God’s truth and God’s story. In everything we do, we seek to honor Christ and the everlasting Word of God. By joining the Biblica team, you’ll have the opportunity to serve in a ministry that is advancing God’s Kingdom to the ends of the earth. We desire to serve God by bringing our gifts, talents, and experiences together to make a difference around the world, living out the Great Commission.

### **Job Summary:**

The Development Associate position is directly responsible for providing the “first touch” relationship for those investors who have donated to the *illumiNations* 12 Verse Challenge initiative. Specifically, those donors who through screenings, it has been determined they are High Net Worth prospects. The 12VC Development Associate role is critical to ensuring that 12VC one-time and recurring givers, qualified as High Net Worth potential, are personally thanked and cultivated by multiple contact methodologies including, but not limited to, direct phone calls, emails, and mail. This position reports to the Vice President of Development.

**Supervisory Responsibilities:** None

### **Duties and Responsibilities:**

- Manages the pipeline of 12VC givers submitted through Salesforce activity by providing excellent customer service, ensuring timely responses, and working directly with Major Gift staff for urgent investor follow-up and follow-through.
- Maintains and develops a positive public image for Biblica and *illumiNations*, its stakeholders, and investors.
- Manages other administrative tasks and duties directly relating to 12VC operations, reporting, and tracking of portfolio activity.
- Assists the Biblica Advancement team with cultivation of mass and mid donors as needed.
- Ability to work alongside all *illumiNations* participating agencies with care and stewardship of relevant data and giving records for 12VC.
- Assist the SVP of Advancement on VIP opportunities at key 12VC live events. Assist with event coordination in key cities as assigned.
- Domestic travel may be required to certain 12VC events and appointments as strategically necessary.
- Manage and monitor multiple relationships, advancing various levels with the development pyramid.
- Signing authority of \$1,500
- Other duties as assigned

### **Required Skills/Abilities**

- Excellent customer service skills and ability to work with a variety of constituencies both internally and externally.



- She/he must have excellent written and verbal communication skills, professional with strong decision-making ability and attention to detail.
- Ability to maintain strict confidentiality which requires discretion and diplomacy.
- Detail oriented – seeks to develop and maintain a thorough knowledge of business activities.
- Good judgment and ability to work with minimal supervision within a remote team.
- Proven ability to prioritize, work independently, meet multiple tight deadlines.
- Must be a team player with a calm and flexible approach to handling pressure and stress while adapting to the needs of the team and project.
- Results-orientated: ability to handle multiple, time-sensitive projects while focusing on the quality of work delivered.
- Reasoning Skills - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Education and Experience**

- High School diploma required, Bachelor's degree strongly preferred.
- 1-3 years of CRM experience is preferred. Salesforce experience preferred.

### **Physical Requirements**

- Able to work remotely with minimal supervision
- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Ability to travel to various locations locally, regionally, and possibly globally
- The ability for up to 40% overnight travel

### **Competencies**

- Strong personal commitment to Christ and Biblica's Purpose, Mission Statement, and Statement of Faith, with no personal or professional conflicts with the Christian philosophy of Biblica
- Advanced MS Office proficiency in MS Outlook, Word, Excel and PowerPoint required. To be successful in this role, must have advanced Excel and comfort utilizing multiple applications.
- Ability to drive and monitor project timelines and provide regular updates and communication with staff, consultants and external constituents.
- Ability to manage and prioritize workload in a self-sufficient manner.
- Proven experience with customer service or care role preferred.
- Experience or interest in non-profit fundraising.
- A team player that is proactive and flexible.

### **FLSA Classification**

- Exempt

### **Salary/Hours/Benefits:**

- Salary range: \$39K - \$65K. (Determined by qualifications/experience)
- 40 hours per week
- Biblica offers competitive benefits and compensation packages to Biblica employees to include but not limited to: holiday and paid-time (PTO) off, sick leave, retirement plan, etc.