



THE INTERNATIONAL BIBLE SOCIETY

## **POSITION DESCRIPTION**

### **Relationship Manager**

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.

### **Purpose**

The Relationship Manager is responsible for personal contact with Biblica donors, developing deeper relations between them and Biblica. With a focus on donors with the potential of five to six figure gifts, the relationship manager is a key member of the Biblica team. Stewarding donors through the Biblica journey, the relationship manager will focus on estate and gift design, cash gifts and/or multi-year gifts. While balancing relationship, the relationship manager will also connect with new donors who potentially can go deeper with Biblica.

### **Scope**

Relationship Manager will report directly to the Vice President of Development, working with the Development team and closely with Biblica donors.

### **Responsibilities**

- Spending a large portion of time on the phone calling active Biblica donors around the US; many of whom are giving at a level of \$1,000 or more.
- Cultivating donors through above mentioned phone calls, emails and handwritten notes- as appropriate and through available information for communication.

- Conversations with donors to include updating on projects supported, sharing impact stories from regions around the world, encouraging further giving, and prayer requests.
- When appropriate submitting a request for another gift and continued support.
- Setting up face to face donor meetings with donors in the portfolio.
- Stewardship of the approximately 200 relationships who have been identified as “rising” donors with major gift potential.
- Identifying and facilitating estate and gift design activities.
- Administratively documenting all activity in Salesforce.
- Performance will be measured by established goals and metrics.

### **Qualification and Competencies**

- **Strong personal commitment to Christ and Biblica’s Purpose, Mission Statement, Statement of Faith, and Christian Community Policy.**
- Energetic, engaging, hospitality-oriented individual with high EQ and strong people skills
- Maintain proper, God-honoring relationships with Biblica colleagues and contacts outside Biblica
- Handle conflicts in a biblical manner and make every effort to resolve differences and foster reconciliation
- Measure behavior and attitudes against God’s Word and actively seek to be conformed to the image of Christ
- Discerning in action and in meeting the needs of donors

### **Benefits**

Biblica is dedicated to providing a comprehensive and competitive benefits package designed to meet the evolving needs of our employees. Come join a dedicated and purpose driven team that cares about your spiritual and professional growth! We offer quality healthcare coverage, including medical, dental, life, as well as a generous paid-time-off program and retirement fund with employer contribution. Biblica regularly hosts prayer groups and related services to enhance our employee’s spiritual health.

### **How to Apply**

Interested candidates are encouraged to apply by sending a Resume and Cover Letter to [us.humanresources@biblica.com](mailto:us.humanresources@biblica.com). Include your name and the position title you are applying for in the subject line. Additionally, please tell us in 100 words or less why you feel you are the best fit for Biblica! Feel free to be creative as this is not meant to be a traditional cover letter. We look forward to hearing from you and thank you in advance for your interest in Biblica.