

Job Details

Donor Relations Associate

Fresno, California, United States

Date Posted:

October 1, 2021

Education:

See Requirements

Pay Rate:

\$14.00-\$16.00 depending on qualifications

Job Type:

Full Time

Company Name:

Fresno Mission

Contact:
No Phone Calls please. Please submit your resume either/by: Fax to 559-320-0318, Mail to P.O. Box 1422, Fresno CA 93716 or Email hr@fresnomission.org. **Website:**

www.fresnomission.org

Job Description:

The Donor Relations Associate works closely with the Director of Philanthropy & implements strategies for increasing donor relationships & gifts. This position spends time meeting with people, sharing the work of the Mission, asking for specific donations, thanking donors, entering data into donor database and helps coordinate planned giving to meet short and long-term goals for the organization. The primary objective of this position is to develop long-term relationships built on a firm understanding of the donor philanthropic interest, passions & values. The successful candidate will be responsible for soliciting gifts of \$500 & higher from donors, supporters & friends of the organization. In the first 90 days the officer is to engage in relationships with approximately 50 current donors & will be expected to identify, qualify, cultivate & solicit gifts. At the conclusion of the initial 90 days the portfolio will be expanded to 150 names. You will process incoming donations. Prepare personal, donor & gift development activity reports; community & church leaders; maintain call logs, arrange future appointments & presentations & donor files in accordance with Mission Policies & Procedures. You will represent the Mission at community events & perform all other duties as assigned.

Requirements:

Must have a mature walk with Jesus Christ & also be able to articulate Biblical beliefs & their application within the context of the Fresno Mission. All employees of the Fresno Mission are an integral part of the outreach ministry of a non-denominational, evangelical ministry sharing the Gospel of Jesus Christ through transformational programs that provide food, shelter, clothing, education, job training & renewal of families to the poor & addicted. Preferred to have advanced skills in relationship development, detail minded & accurate data entry, advanced verbal & written communication skills, ability to provide an example of a "case for support" to a past major donor, advanced computer skills & knowledge of Microsoft programs (including PowerPoint). All employees are Christian missionaries & are required from time to time to participate in chapel services, outreach ministries, Bible studies & prayer times. With the nature of these types of ministries, it is absolute necessity that each employee possesses & maintain a Christian testimony of their faith & experience in Jesus. You must also be in agreement with the Statement of Faith of the Fresno Mission.

Application Process:

Individuals interested in being considered for this position must mail the following documents Attn: Human Resource: 1) resume, 2) a letter of interest which includes a narrative detailing how the candidate fulfills each of the required and preferred items listed under Qualifications, and 3) the names, email addresses and telephone numbers of three references who can provide current assessments of the candidate's qualifications for the position. MISSION STATEMENT: The Fresno Rescue Mission endeavors to glorify God by meeting the spiritual and physical needs of the least, the last and the lost in our community.

OUR VISION: Recognizing the teachings of Jesus, that the least, the last and the lost will always be in our midst, we will partner with the Christian community, social services agencies, businesses, families and individuals to meet the spiritual and physical needs of all men, women and children in our community.

OUR VALUES: Christ-centered by treating the least, the last and the lost with love and compassion.

Fresno Mission Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative word of God.
2. We believe that there is one God, externally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity and humanity of Christ, in His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, His present rule as Head of the Church, and His personal return in power and glory.
4. We believe that for the salvation of lost and sinful people regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life.
6. We believe in the resurrection of both the saved and the lost, that they are saved to the resurrection of life or they are lost to the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ, with equality across racial, ethnicity, cultural, gender, disability or handicap, and socio-economic differences.
8. We believe it is the ministerial duty of followers of Christ to minister directly to those in need of food, shelter, clothing, compassionate care, rescue, restoration and empowerment.
9. We believe in the fundamental biblical conviction that marriage is, by definition, the spiritual and physical uniting of one man and one woman who have left the dependency of their parents and have joined together in an exclusive covenant committed relationship. Marriage is God's unique gift to people in which He reveals the union between Christ and His Church. As such, Fresno Mission believes that wedding ceremonies on Fresno Mission property are spiritual observances of worship of God who created this divine institution.