Florida Baptist Children's Homes| One More Child is an equal opportunity employer

JOB DESCRIPTION: CHILD SPONSORSHIP ASSISTANT

Department: Global
Reports To: Director of Child Sponsorship
Recruited By: Director of Child Sponsorship
Approved By: Vice President of One More Child Global
Organizational Unit: Headquarters
Status: Part-time
Classification: Non-exempt

JOB SUMMARY

The Child Sponsorship Assistant is responsible for the daily management and administration of the One More Child Sponsorship Program on a part-time (hourly) employment basis. They will maintain collaborative relationships with all major departments (communications, finance, church engagement, etc.) of FBCH and One More Child to maximize fundraising and communication effectiveness. This position will require knowledge of all aspects of our ministry, communicating confidence in our abilities, and inspiring others to join in our work. This position is a critical part of our Global Childcare department and will play a pivotal role in ensuring that our sponsors are being delighted, and needs are being met for the children we are supporting, through our sponsorship program.

ESSENTIAL DUTIES AND FUNCTIONS

- Coordinates the management of sponsorship components including verbal, written and social media communications between sponsors and One More Child offices.
- Works closely with the Director of Child Sponsorship on the development of sponsor recruitment material and sponsor retention material.
- Facilitates the distribution of the annual communication templates sent to sponsors for writing to their child and for children writing to their sponsors.
- Communicates with sponsors and potential sponsors to update payment information, cancel sponsorships, enroll new sponsorships, and answer all inquiries regarding the program.
- Responsible for facilitating updates to the sponsorship website and importing new child information.
- Accountable for maintaining internal spreadsheets and databases containing donor and child personal and financial information.
- Coordinates with One More Child interns and volunteers to assist in the process of making sponsorship materials and uploading data on the website.
- Communicates with the Database Manager regarding new sponsorships and financial inquiries to effectively update and maintain our internal fundraising database.
- Participates in the development of campaign forms, messages, etc. as they pertain to sponsorship.
- Develops and researches the best practices for the sponsorship program and effectively assists in implementing trainings for our global ministry partners.
- Assist in keeping sponsors engaged and delighted.
- Accepts other duties as assigned.

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MINIMUM QUALIFICATIONS

Education Required:

- High School diploma or its equivalent, with advanced education preferred.
- Proficient use and knowledge of Microsoft Office (Outlook, Word, and especially Excel) and internet browsers.

Experience Desired:

- Experience in clerical field preferred.
- Experience working with donor software and databases such as Raiser's Edge and Luminate are desirable skills.
- Knowledge and practice of Spanish, both written and spoken, is a plus.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Ability to build effective professional working relationships internally and externally.
- Ability to think and act strategically, and provide sound judgement.
- Effective communication skills, both oral and written; attention to detail, and ability to multi–task and stay organized under tight deadlines.
- Ability to understand and follow oral and written instructions, meet deadlines, and work independently.
- Ability to maintain confidential information.
- Ability to solve daily problems by analyzing situations, determining next step and implementing.
- Ability to comprehend and process information rapidly and accurately.
- Skills in effectively organizing work, files, records, etc., to maintain efficient work flow.
- General knowledge of standard office practices and office equipment.
- Demonstrated sensitivity to the cultural differences that exist among churches, the organization's service population and staff.
- Knowledge or willingness to learn the Raiser's Edge data base program and utilize it consistently with competence to maximize the Child Sponsorship program at OMC.

SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in witness activities as a normal part of life.

PHYSICAL DEMANDS

These physical requirements are not exhaustive and the Company may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. Ability to lift up to 50 pounds (boxes, documents, luggage and equipment) may be required on occasion.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The worker is subject to both environmental conditions. Activities occur inside and outside.

I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: _____ Signed: _____ Dated: _____