



## **CHILDREN AT HEART MINISTRIES, INC.**

### **Position Description**

### **DEVELOPMENT OFFICER FOR TEXAS BAPTIST CHILDREN'S HOME (TBCH)**

#### **POSITION ASSIGNMENT**

Position Title: Development Officer for TBCH

Company: CAHM

Status: Full-Time

Reports to: Director of Development for TBCH

Supervises: None

**CAHM Vision:** We are a family of Christian ministries that exists to honor God and build a better world by serving children and strengthening families.

#### **Three Key Results for CAHM:**

1. Best in class client outcomes
2. Securing our shared future
3. Be the employer of choice

#### **POSITION SUMMARY**

Under direction of the Director of Development, gives leadership and support to a variety of critical development initiatives including the ambassador program, special events, foundation relations, and other projects assigned by the Director of Development. The priority objective of the role is to meet current and future budget and capital needs. The incumbent will be assigned a limited individual portfolio of donors for cultivation and will be involved in communication with many donors in coordinating events and other development interaction.

#### **KEY RESPONSIBILITIES**

#### **SKILL BASED COMPETENCIES**

##### **Provide leadership for the following:**

- Community Liaison and Special Events: Serves in a critical role in supporting regular Point of entry donor events to introduce donors to Children At Heart Ministries through ministry tours, events held at TBCH campuses, donor's homes or churches.

##### **Specific responsibilities include:**

- As the Ambassador program coordinator, grow the Ambassador program to meet/exceed ambassador and monthly tour goals.
- Lead the coordination all logistics for Point of Entry events;
- Supports the Mission Advancement team in annual Ask Events, Free Donor Events, and other special activities to strengthen connections between the ministry and constituents;
- Represents the ministries at community events and church fairs.

- Donor Cultivation: Assigned a limited donor portfolio for cultivation, under the supervision of the Director of Development or other Mission Advancement staff.

**Specific responsibilities include:**

- Maintain existing or cultivate new relationships with individual donors to support and strengthen ministries in certain geographic areas
- As needed, may make telephone discovery calls to new donors or those whose giving patterns have changed.
- Other duties: Supports the Mission Advancement staff with special projects or professional association involvement, as needed.
- Other duties as assigned.

**BEHAVIOR BASED COMPETENCIES**

- Christian, biblical behavior is expected at all times and includes but is not limited to the following:
  - Honors God by lifestyle and is a positive Christian role model both personally and professionally. This person must agree with and live the CAHM's Mission, Vision, and Core Values.
  - Exhibits excellent organizational skills, sound judgment, and confidentiality as well as effective communication abilities in dealing with both staff and the public.
  - Works independently, displaying creativity and initiative in everyday duties, and submits ideas and suggestions to enhance overall business operations and the position itself.
  - Provides leadership and works in partnership with other team members and key staff in strategic planning and budgeting for multiple organizations.
  - Demonstrates effective collaboration across the family of ministries. Utilizes at all times teamwork and coalition building. Works cooperatively with all personnel and those of related corporations, Trustees, donors, contracting agencies, all stakeholders, and the general public.

**KEY REQUIREMENTS**

**QUALIFICATIONS**

- Bachelor's degree from a four-year college or university; or two to four years related experience and/or training; or equivalent combination of education and experience
- Results focused with a proven track record of reaching goals through managing multiple projects simultaneously from start to completion
- Proven success in recruiting and leading volunteers to achieve mission goals
- 2-3 years of work experience in non-profit is a plus, but not required
- Eager to make as many calls and visits as it takes to build raving ambassadors for TBCH
- Able to compile data into reports using MS Office suite and prepare for ongoing reporting to trustees, management and peers
- Gets excited to make sure the details are accurate and a quick learner on database entry
- Interest in and ability to articulate the CAHM mission, as well as the missions and broad ministry approach of each ministry in the family, especially TBCH
- Willing to maintain a flexible work schedule
- Must qualify for agency vehicle use and insurance policies

**COMPENSATION & BENEFITS**

- \$40,000 - \$45,000 annually based on experience
- Full-time
- Health, dental, and vision insurance
- Retirement matching program
- PTO

**PHYSICAL REQUIREMENTS**

- Ability to travel regularly
- Normal office work

**ACCOUNTABILITIES**

- Reports to the Director of Development for TBCH
- Available to travel periodically
- Available for contact when out of the office

**APPLY HERE**

*I understand that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this position. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. I have reviewed the job description for the position of Development Officer for TBCH and can perform the essential functions required. I have received a copy for my records.*

Received by: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name