FULL-TIME SPONSORSHIP MANAGER (40 HPW)

Christian Aid Mission assists indigenous ministries reaching the unreached people with the gospel of Christ in areas where there are no churches and no believers. Often these areas are places of poverty and persecution and where foreign missionaries are not allowed. We work with hundreds of indigenous ministries in eight regions of the world that share the gospel of Christ with over 2,000 ethnic groups.

Position Summary
Oversees all aspects of Sponsorship program, including managing the day to day tasks of processing initial sponsorship reports, reformatting and editing semi-annual sponsorship updates to be ready to mail to sponsors, updating information in sponsorship database, managing and processing photos related to sponsored individuals, writing and editing profiles of missionaries to be sponsored. Assigning and reassigning sponsorships as needed. Working with donors in relationship to the Sponsorship program. Researches and helps implement strategic marketing initiatives related to the Sponsorship program.

Directs and oversees other employees who assist the department with reporting, calls and assignments.

The Sponsorship Manager reports to the VP of Integrated Marketing and Development and is a member of the Development team.

Essential Responsibilities
1. **Reporting – 60%**
   Coordinates with the International Ministry Team to obtain and evaluate information in order to process, edit, reformat, and prepare sponsorship updates for donors. Ensure that information and photos are correct and represent ministry work well. Work closely with the International Ministry Team to ensure accuracy of information.

2. **Sponsorship Profiles – 30%**
   Write up profiles for missionaries, children, trainees within ministry regions to be sponsored. Make sure that new profiles are created to represent CAM’s new Sponsorship model of regional sponsorships.

3. **Donor Inquiries – 10%**
   Provides general customer service to prospective and current donors. Cultivate current donors as needed to increase giving, transfer sponsorship profiles as needed and respond to donor inquiries and provides materials and reports on a regular basis.
The essential responsibilities require the following Knowledge/Skills/Abilities:

- Detail oriented. Capable of establishing and summarizing priorities.
- Good judgment and discretion, with ability to appropriately maintain confidential information.
- Excellent oral and written communication skills. Excellent customer service skills.
- Strong organizational and administrative skills.
- Ability to multi-task and complete work by established deadlines
- Ability to work effectively as a team member.
- Strong commitment to organizational mission

Level of Experience
4 years or more

Level of Education
Associates / 2-year degree or equivalent vocational/technical training or equivalent work experience

Software expertise
Intermediate proficiency in MS Outlook Suite; Basic proficiency in Studio Enterprise software and Windows functions.

Religious Employment
We are a religious employer and we reserve the right to discriminate based upon religion pursuant to section 702 of the Civil Rights Act of 1964.