

## Job Description

### **Position: Mid-Level Gift Officer**

Do you have a passion to raise funds for Kingdom impact? Are you able to thrive in a fast-paced environment? Are you able to cultivate relationships? If so, Bethel is looking for a mid-level gift officer like you! As a member of this team, you will be dedicated to support the national and international fundraising efforts of Bethel Church of Redding, California by providing relational oversight of mid-level and prospective mid-level donors in an assigned portfolio. This position is funded by Bethel and is a key member of the Bethel team. You will provide sound stewardship and direction to donors as you guide them to support the mission and vision of Bethel and the Arise & Build Capital Campaign

### **Purpose**

To support the fundraising efforts of Bethel's Arise & Build Capital Campaign by providing oversight of donors in an assigned mid-level portfolio, while cultivating relationships and soliciting funds to advance the mission.

### **About Bethel**

**Mission:** Bethel is 501(c)(3) nonprofit organization. Their mission is revival – the personal, regional, and global expansion of God's Kingdom through His manifest presence. The Lord has given us a mandate to be a resource center to impact cities and nations.

As a church, we are a vibrant family of hope-filled believers who deeply experience the love and presence of God and partner with Jesus to express the joy and power of His kingdom in every area of life. What we experience in the culture of the local church and the local city, we want to export. We train, empower, and release people to take Kingdom culture to the world.

### **Kingdom Culture looks like:**

#### **Relationship with God**

Our number one priority is our personal relationship with God. Our first ministry is to God with extravagant joy and gratitude.

#### **Freedom through Salvation**

Salvation frees us from the power of the devil – sin, lies, sickness, and torment.

### **Supernatural Ministry**

Every believer is a supernatural minister of the gospel of power. All ministry flows from the prayer “Thy kingdom come... on earth as it is in heaven.” We equip and send the church to carry on the signs and wonders that followed Jesus.

### **Impact through Love & Power**

Serving a city, not just a church, we demonstrate God's grace by impacting every sphere with His unconditional love and transforming power.

### **A Glorious Bride**

Christ is returning for a glorious overcoming bride – His Church. We are sons and daughters of the King, more than “sinners saved by grace.” We aim to fulfill the Great Commission and steward revival to the next generation. We embrace the biblical government of apostles, prophets, evangelists, pastors, and teachers.

## **Role and Responsibilities**

- Understand, embrace, and integrate the Bethel philosophy and underlying theology of fundraising into your approach to donor relations.
- Provide sound stewardship and direction to donors as you guide them to support the mission and vision of the ministry on an ongoing annual or monthly basis.
- Conduct weekly calls, emails, handwritten notes, and fulfill mail packages for donor cultivation, from the central location of Dunham+Company’s headquarters (Plano, TX).
- Execute processes and procedures to streamline organizational actions and resources with an assigned portfolio for proper donor engagement.
- Oversee and execute the production, maintenance, and updating of weekly and monthly mid-level gift reports for assigned donors within an assigned portfolio.
- Oversee and implement the necessary daily data entry into a CRM for proper donor management tracking.
- Align daily job duties and practices to adhere to and achieve annual goals and objectives outlined by the Director of Advancement at Bethel and the Chief Strategist for Donor Advancement at Dunham+Company.
- Work with the Chief Strategist for Donor Advancement at Dunham+Company to ensure the requests of Bethel donors are handled in an efficient manner.
- Lead or oversee fundraising events as assigned by the Chief Strategist for Donor Advancement at Dunham+Company.
- Liaison with assigned Bethel staff and third-party partners as directed and required to effectively complete projects.
- Handle other duties as assigned.

## **Job Qualifications & Expectations by Bethel**

Is a born again believer of Jesus Christ and maintains faithful fellowship with other believers (Hebrews 10:25); maintains a courteous, Christ-like attitude in dealing with people within and outside of Bethel; exhibits integrity in professional and personal life; adheres to Bethel's Code of Honor and Core Values; upholds Bethel's ministry in prayer.

- College graduate.
- Excellent people skills and the ability to build relationships at all levels through phone calls, emails, text messages, social media, and other channels as necessary.
- Strong communication skills – both verbal and written.
- Willingness to relocate to Dallas, TX. (preferred)
- 1-3 years of fundraising experience (preferred), or revenue generating experience for a major company or division of a large corporation.
- Experience with implementing new ideas and strategies.
- Proactive self-starter driven by the mission and vision of the ministry.
- Fosters a spirit of unity and teamwork, pursues integrity, and is service-minded.
- Passionate about assisting Christian organizations fulfill their vision.

## **Reports To**

Erik Rogers, Chief Strategist for Donor Advancement at Dunham+Company

## **Who is Dunham+Company**

Dunham+Company is a multinational Christian organization that provides strategic planning, marketing, fundraising, communications, media, and advertising support globally for Christian media ministries, cause-based ministries, radio and TV stations, and churches.

## **We Offer**

- Employment with a purpose
- Competitive salary
- Medical/dental/vision benefits
- Paid time off
- Paid holidays
- IRA match

To apply, please send your resume to [hr@dunhamandcompany.com](mailto:hr@dunhamandcompany.com).