



# TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

## OPEN POSITION POSTING

**Opening Date:** 02/10/2022

**Closing Date:** Until Filled

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**Position Title:** Donor Relations Coordinator

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**Department/Division:** Texas Baptist Missions Foundation

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**Job Type:** Regular Full Time, Exempt

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**Location:** 7557 Rambler Road, Suite 1200, Dallas, TX 75231

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**BASIC FUNCTION:** The position is responsible for maintaining a working knowledge of the TBMF donor base and staying aware of and familiar with donor interests; maintaining accurate computer records of information about donors, potential donors and prospects; providing information on donors in appropriate form as requested; and developing and managing the donor recognition plan and reporting to donors as requested. The position is also responsible for prompt acknowledgment of all donor gifts and maintaining an effective social media presence for TBMF.

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**Position description/objective:** *NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.*

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- \*1. Administer calls and requests effectively and timely for donor meetings and information.
- \*2. Organize and carry out the daily work effectively.
- \*3. Provide effective telecommunications support answering phones, taking messages, routing messages and requests timely and accurately. Accurately identify high priority callers and take immediate action to inform supervisor; then properly manage routing of caller and/or messages to the appropriate individual.
- \*4. Develop and maintain the TBMF social media effort to effectively communicate TBMF messaging to current and potential donors.
- \*5. Work with co-workers effectively to meet timely objectives established for the successful completion of projects.
- \*6. Schedule meetings appropriately and timely; notify attendees and others of meeting arrangements as needed.
- \*7. Process mail and other correspondence accurately and timely.

**Donor Relations Coordinator**

- \*8. Prepare and proofread letters, memos, spreadsheets and other correspondence accurately and timely.
- \*9. Attend meetings and participate in training as required.
- \*10. Organize and manage Salesforce to include but not limited to: new donor data entry, recording gifts, updating current records, checking gifts recorded by accounting, producing mailing lists, supporting special events, and generating a wide variety of reports.
- \*11. Set up procedures and update the procedures and policy manual for Salesforce.
- \*12. Receipt and acknowledge all contributions received from individuals within 48 hours through the Foundation on a daily basis.
- \*13. Interface closely with the Accounting Department and follow all accounting procedures for recording checks.
- \*14. Design and produce reports for donors to keep them informed about how their gifts are being used.
- \*15. Report the progress of special funding areas.
- \*16. Design and produce reports for TBMF staff to evaluate work.
- \*17. Review donor instructions to ensure that disbursements of donor funds fulfill the donors' intent.
- \*18. Work with TBMF staff to manage donor records by tracking contacts, as well as keeping donor information accurate and current.
- \*19. Track capital campaigns and pledge payments. Remind donors of the status of their pledges on a regular basis.
- \*20. Maintain the necessary paper documentation and files on each donor gift.
- \*21. Maintain proficiency with Salesforce software for self, and assist other staff in doing the same.
- \*22. Initiate and sustain effective working relationships with donors, to include assigned visits, in order to work with the President and Vice Presidents to develop strategies for presentations and appeals to donors.
- \*23. Work closely with TBMF President and Vice Presidents to conduct direct mail projects and track their progress.
- \*24. Assist in brochure design to promote TBMF services. Maintain brochure and donor gift inventory.
- \*25. Organize and maintain TBMF resource center with current information.
- \*26. Work with TBMF staff to prepare the necessary progress reports and assist with meeting arrangements, agenda, etc., for TBMF Council.

- \*27. Make arrangements for TBMF exhibits at annual meetings or other events including setting up of booth and production booth displays and materials.
- \*28. Manage the donor recognition program for TBMF, recommend changes as appropriate, including gift suggestions and staff assignments for delivery.
- \*29. Relate to donors in person at Foundation and BGCT events. Build and maintain, where possible, relationships with donors and potential donors.
- \*30. Work with TBMF staff to arrange any tours or other donor events that TBMF hosts.
- \*31. Maintain compliance with the Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
- \*32. Perform other duties as required.

*\*Task which is considered to be an essential function of the job*

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**Required skills and experience:** *NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

1. Ability to establish and maintain effective working relationships with donors, staff, vendors, churches, committees, organizations, etc.
2. Commitment to Christian principles and teachings both professionally and personally, with an understanding and commitment to Baptist distinctives.
3. Professionalism in the workplace to include professional and accurate communication with others.
4. In-depth understanding of a comprehensive field of knowledge, generally acquired through an earned Bachelor's degree or equivalent minimum of four years proven experience in related field. Bachelor's degree in related field highly preferred.
5. Active membership in a church supportive of the BGCT during employment.
6. Ability to maintain confidentiality.
7. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Financial Edge NXT, Google email, Zoom, and internet and social media skills such as Facebook, Twitter, and Instagram.
8. Proficient working knowledge and ability to use Salesforce and relevant planned giving software, or the willingness to acquire such knowledge.
9. Proficient meeting planning skills.
10. Basic financial and mathematical skills to perform basic addition, subtraction, multiplication, and division.
11. Ability to work under pressure and meet deadlines effectively.
12. Ability to relate to a diverse workforce and constituency in a professional and helpful manner.
13. Ability to act independently and make independent decisions on tasks and items within the line of authority.
14. Excellent initiative in the workplace.
15. Excellent critical thinking skills.
16. Ability to work effectively with the budget.

17. Excellent organizational skills; ability to multi-task. Requires ability to re-prioritize tasks throughout the day as work is assigned.
18. Proficient client management skills.
19. Ability to provide administrative support to more than one manager effectively.
20. Proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
21. Proficient ability to speak, read and write English.
22. Work deals mostly with areas such as preparing and reading data and figures, reports; visual inspection involving small details. Although important, depth perception and field of vision (peripheral) are not as critical as the ability to distinguish small details and markings very near to the observer.
23. Ability to speak clearly and make self understood in face to face interactions; to articulate with accuracy on the telephone.
24. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
25. Ability to concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continuous basis.
26. Ability to understand and relate to the theories behind several related concepts; ability to remember verbal and written tasks/assignments from a few hours to long periods of time.
27. Ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects.
28. Ability to grasp, push, pull, carry or otherwise manipulate objects; ability to perform tasks requiring action of muscles or groups of muscles and foot and/or hand-eye coordination.
29. Ability to walk, stand and sit, sometimes for prolonged periods of time.
30. Sufficient good health to properly discharge duties.

**CONTACT:**           **Human Resources**  
                          **Phone 214-828-5168**  
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**Texas Baptists is an Equal Opportunity Employer.**

**Donor Relations Coordinator**