



# TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

## OPEN POSITION POSTING

**Opening Date: 10/27/2020**

**Closing Date: Until Filled**

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**Position Title: Vice President, Texas Baptist Missions Foundation**

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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 Rd, Ste. 1200, Dallas, TX 75231**

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### **BASIC FUNCTION:**

Develop and lead planned giving efforts to support the Convention's programs; identify and cultivate donors who are able to provide resources for the missions' needs of the Convention.

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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. Make solicitation calls to individuals, donors, or groups with other BGCT staff or individually to promote BGCT and its needs.
- \*2. Develop and maintain a viable network of prospects and donors for current, deferred, and estate gifts through correspondence and personal visits.
- \*3. Develop and coordinate informational mailings and seminars promoting mission giving opportunities and charitable estate planning.
- \*4. Work with President to coordinate planned giving and major gifts program, and to coordinate donor portfolio system.
- \*5. Assist leadership to identify options for improving current donor development programs.
- \*6. Monitor trends and changes effectively in development practices and legislation on state and federal level and notify leadership of all relevant changes; be knowledgeable of current tax laws and planned giving principles.
- \*7. Establish annual detailed plan of activity to carry out planned giving and major donor development programs to meet organizational needs.
- \*8. Develop and execute documents to follow up on planned giving and estate planning programs.

**Vice President, Texas Baptist Missions Foundation**

- \*9. Work with Foundation Council as required.
  - \*10. Assist staff to maintain complete and accurate donor records.
  - \*11. Develop and maintain effective working relationships with attorneys, CPA's, and other financial professionals who may be resources of referral for donor prospects.
  - \*12. Assist in collection of mission success stories and prepare report to donors; maintain relevant and current list of mission opportunities for donors.
  - \*13. Prepare and report statistics on prospect and donor responses and cultivation activities to leadership.
  - \*14. Encourage pastors and laypersons to lead churches to increase the cooperative giving percentage and maintain sensitivity to the cooperative giving plans.
  - \*15. Prepare and proofread letters, memos, spreadsheets, and other correspondence accurately.
  - \*16. Attend staff meetings and external meetings as required.
  - \*17. Review and accurately process mail and other correspondence timely.
  - \*18. Maintain compliance with all BGCT policies, procedures, and guidelines. Maintain compliance with all state and federal laws and regulatory requirements.
  - \*19. Perform special assignments and other duties as required.
- \*Tasks which are considered to be primary functions 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. Requires in-depth understanding of a comprehensive field of knowledge, generally acquired through earned bachelor's degree in related field and 3+ years proven development experience.
2. Requires active membership in a church supportive of the BGCT during employment.
3. Commitment to Christian principles and teachings both professionally and personally, with an understanding and commitment to Baptist distinctives.
4. Requires proficient working knowledge of donor development, fundraising and public relations laws and regulations governing organization and employees.
5. Requires general knowledge of a total local church program and the Texas and SBC programs of mission support.
6. Requires knowledge of current laws and tax regulations relative to current and planned gifts, estate planning, retirement planning, and financial planning principles.
7. Requires practical knowledge of planned giving software, fund raising software, and personal computer applications.
8. Ability to develop program budget required.
9. Requires ability to plan and conduct conferences with emphasis on charitable planned giving and estate planning.
10. Requires travel to various geographic locations regularly, including travel by car, with some overnight and weekend stays required.

11. Requires proficient donor management skills.
12. Requires proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
13. Requires proficient ability to speak, read and write English.
14. Requires ability to use up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently to move objects.
15. Required 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.
16. Requires ability to speak clearly and make self understood in face to face interactions; to articulate with accuracy on the telephone.
17. Requires ability to establish and maintain effective working relationships with staff, churches, Baptist constituents, and a variety of individuals, groups, and publics.
18. Requires ability to work under pressure and remain flexible as priorities change; ability to effectively communicate orally and in writing and speak in front of groups.
19. Requires ability to work under minimal supervision; exercise excellent professional judgment and maintain confidentiality.
20. Requires ability to provide effective leadership through excellent interpersonal skills.
21. Requires professionalism in the workplace to include professional and accurate communication with others.
22. Requires proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Salesforce, Google email, and internet skills.
23. Requires 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.

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The purpose of BGCT job descriptions is to describe the basic function, major responsibilities/tasks and essential functions of each job so that employees can be aware and understand what is expected of them. The descriptions also provide information useful for recruiting, training and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as job responsibilities change materially.

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**CONTACT:**                   **Human Resources**  
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**Texas Baptists is an Equal Opportunity Employer.**