



# TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

## OPEN POSITION POSTING

**Opening Date:** 03/28/2024 **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:** Full Time, Exempt

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**Location:** 7557 Rambler Rd., Ste 1200, Dallas, Texas 75231

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**BASIC FUNCTION:** Develop and lead major gifts and planned giving efforts to support the Convention's programs; identify and cultivate donors with the ability 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.*

- \*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 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, CPAs, and other financial professionals who may be resources of referral for donor prospects.
  - \*12. Assist in collection of mission success stories and preparation of reports 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 in a timely manner.
  - \*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.
- \*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. In-depth understanding of a comprehensive field of knowledge, generally acquired through an earned Associate's degree from an accredited college or university or equivalent 2+ years minimum of administrative support.
2. Active membership in a church supportive of the BGCT during employment.
3. Excellent organizational skills; ability to multi-task.
4. Proficient ability to speak, read and write English. Ability to speak, read, and write Spanish preferred.
5. Professionalism in the workplace to include professional and accurate communication with others.
6. Proficient accounting skills required to process invoices, vouchers, and checks and manage budget.
7. Knowledge of denominational structure and church programs.
8. Commitment to Christian principles and teachings both professionally and personally, with an understanding and commitment to Baptist distinctives.
9. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Access, Microsoft Excel, Google email, Microsoft PowerPoint, and internet skills.
10. Ability to speak clearly and make self understood in face to face interactions; to articulate with accuracy on the telephone.

11. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
12. 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.
13. 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.
14. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
15. Ability to operate standard office machinery to include but not limited to copier, fax, and calculator.
16. 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.

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