

About this opportunity

Regional Advancement Representative

Are you or someone you know interested in this opportunity?

What is your mission? What is your motivation? Opportunity, vision, contribution, PASSION FOR WHAT WE DO. It's all part of working at World Bible School ("WBS") where you can achieve personal fulfillment and truly "make a difference".

501©3, Not-for-profit "World Bible School" Cedar Park Texas 78630

At World Bible School, rooted in the churches of Christ, we are dedicated and excited about sharing Jesus with the world by motivating and equipping a global network of Christians to use interactive Bible studies effectively. Visit our website at www.worldbibleschool.net.

*Position Description: **Regional Advancement Representative**

Reporting to the Chief Advancement Officer ("**CAO**"), the Regional Advancement Representative ("**RAR**") will be responsible for leading all fundraising efforts in his assigned region to ensure WBS delivers the necessary tools and curriculum to churches and individuals of the churches of Christ for continued organizational growth and sustainability. The RAR will focus on connecting and engaging with churches of Christ, its' individual members, elders, and deacons of the churches of Christ by raising funds for WBS and specific campaigns.

Leadership Responsibilities:

- ☐ Support WBS's continued success through a commitment to its vision and mission.
- ☐ Be professional, articulate, enthusiastic, and informed of all WBS's tools, systems, and resources.
- ☐ Work respectfully and collaboratively with all staff members and others across all departments, including Church Relations, Church Advancement, Marketing, Technology, and Finance departments daily.
- ☐ Inspire engagement from outside supporters through church of Christ meetings including meetings with Elders, ministers, and other church members.
- ☐ Participate in professional development, mentoring, and training.

Development Responsibilities:

- ☐ 250 to 300 touches expected per month (not limited to) phone calls, visiting prospective new churches, current church participants and donors and current constituents.
- ☐ Extensive traveling within a region to perform church advancement, prospecting, presenting, working events, and fundraising.
- ☐ Engage, retain, and increase existing donor support.
- ☐ Manage and maintain thorough donor/prospect profiles and track donor interactions in Bloomerang (WBS' Customer Relationship Management software) to ensure organizational memory of donor relationships.
- ☐ Develop a regional strategic plan on an annual basis in concert with WBS's CAO.
- ☐ Submit weekly reporting and maintain records of daily activity for monthly reporting.
- ☐ Participate in weekly team advancement meetings.
- ☐ Ensure best practices are followed and targeted fundraising goals achieved.

Preferred Qualifications:

- ☐ College degree in public relations, marketing, fundraising, or equivalent experience is ideal.
- ☐ Background in preaching and teaching is beneficial.
- ☐ Valid driver license, safe driving record & proof of auto liability insurance.
- ☐ Strong communication skills including the ability to write and speak passionately and persuasively about our mission.
- ☐ Self-motivated, goal-oriented with proven organizational skills.
- ☐ Excellent relationship building skills, with dynamic capacity to inspire new donor support.
- ☐ Proficient with Microsoft Office products including PowerPoint, video conferencing, and operating projectors.

Join us in our everlasting life mission and become a member of our World Bible School family. Interested candidates are asked to submit a resume, cover letter explaining why you believe your background matches our job requirement, and three references to g.barlow@worldbibleschool.net with "Regional Advancement Representative" in the subject line.