

## **Position Description**

### **The Friends of Israel Gospel Ministry Inc.**

**Position: Stewardship Assistant**

**Reports to: Executive Assistant to the V.P. of Ministry Advancement**

**Hours and Environment: Full-time, Remote with Occasional HQ Work**

#### **Position Summary**

The Stewardship Assistant (SA) is responsible for planning, organizing, and coordinating The Friends of Israel's (FOI) efforts necessary to effectively minister to our new and existing mid-level donors in the United States. The SA will engage select donors by developing and maintaining personal relationships that will lead to future and increased gift income for FOI.

#### **Qualifications - The ideal candidate should possess:**

- An interest in FOI's mission and vision with some history of working for FOI or similar organizations. (See [foi.org/vision](http://foi.org/vision))
- An agreement with the Doctrinal Statement and Principles & Practices of The Friends of Israel Gospel Ministry. (See [foi.org/vision/statement-of-faith](http://foi.org/vision/statement-of-faith))
- A satisfaction from ministering to people.
- The ability to work closely with other staff and volunteers.
- The flexibility needed as this new FOI position develops.
- Excellent written and verbal communication skills.
- Strong organizational and self-management abilities.
- A working knowledge of Microsoft Office, especially Word and Excel, with experience in Concur and Google Workspace, including Gmail, Drive, Docs, and Sheets, being a plus.
- A high school diploma or equivalency.

#### **Responsibilities include:**

- Maintaining effective communication with new and mid-level donors (emails, phone calls, brief handwritten thank you notes, birthday and anniversary remembrances, etc.).
- Entering communication records in the CRM software, Studio Enterprise.
- Following specific research guidelines to identify potential major donors and pass them on to the Ministry Advancement Representatives.
- Participating in staff meetings and weekly chapel as held by Google Meet.
- Attending required conferences, such as the Staff Conference and the Lancaster Proclaim Conference, which include multiple days and overnight stays.
- Maintaining an accurate record of travel and expenses, and submitting reports by the specified deadline.
- Improving and increasing the Ministry Advancement donor outreach.
- Completing other duties as assigned in support of the Ministry Advancement department and its responsibilities.

#### **Professional Training and Development:**

The Stewardship Assistant will receive training in Studio Enterprise, Concur, and Google Workspace software programs. The Friends of Israel encourages membership in professional associations and attendance at professional conferences. Other training will be provided as needed.