



## Donor & Fundraising Manager Remote, Full-time

### Purpose:

Our purpose is to spread the Gospel from east to west to north to south, bringing the word of His Glory to the world and allowing the His Glory family to find community and grow in their faith.

### Vision:

Our vision is to reach a billion people worldwide with the hope of the Gospel Message and the truth of Jesus Christ.

### Mission Statement:

1. The Bible is the literal and infallible word of God.
2. My house shall be called a house of prayer. Prayer is the foundation of all ministry.
3. We are led by the Holy Spirit and the gifts of the spirit.
4. We have the Father's Heart for the lost, the poor, the elderly, the widow and the orphans.
5. We will be called the servants of the Most High God. We are here to serve Him in ministry.
6. In everything we do, we glorify our Lord. It is our love for Him that compels us.
7. Fivefold ministry according to Eph. 4:11 – The Apostles, the prophets, the evangelists and the pastors and teachers.

## OVERVIEW

The **Donor & Fundraising Manager** is responsible for cultivating, stewarding, and growing donor relationships while leading fundraising initiatives that advance the mission and impact of **His Glory**. This role blends **relationship management, storytelling, campaign execution, data oversight, and donor experience excellence**.

The ideal candidate is both **pastoral and strategic**—someone who deeply values donors as mission partners while confidently executing fundraising campaigns, tracking performance, and scaling systems that support sustainable growth.

## DAY-TO-DAY KEY RESPONSIBILITIES:

### Donor Relationship Management & Stewardship

- Cultivate and steward donor relationships through consistent, meaningful touchpoints including phone calls, personalized emails, handwritten notes, and in-person or virtual meetings.
- Serve as a primary point of contact for **major donors, mid-level donors, and key partners**, ensuring donors feel valued, informed, and spiritually connected to the mission.
- Develop customized stewardship plans for top donors based on giving history, interests, and engagement.
- Ensure donors receive timely acknowledgment, impact updates, and gratitude communications.

## **Fundraising Strategy & Campaign Execution**

- Plan, execute, and evaluate fundraising campaigns including:
  - Major gift initiatives
  - Year-end giving campaigns
  - Matching gift campaigns
  - Emergency/disaster response appeals
  - Recurring donor growth efforts
- Collaborate with leadership to establish fundraising goals, projections, and timelines.
- Track campaign performance and optimize messaging, cadence, and donor journeys.

## **Storytelling & Donor Communications**

- Gather compelling stories, testimonies, and impact data to demonstrate how donor gifts are changing lives.
- Translate ministry outcomes into donor-focused narratives that connect heart, faith, and measurable impact.
- Partner with Marketing and Production teams to develop donor communications across:
  - Email
  - Direct mail
  - Video
  - Event materials
  - Giving pages
- Ensure messaging aligns with His Glory's mission, values, and spiritual tone.

## **CRM & Data Management**

- Manage and maintain donor data within the CRM to ensure accuracy, segmentation, and follow-up integrity.
- Create systems and workflows that support donor care, task tracking, and relationship continuity.
- Produce monthly and quarterly reports on:
  - Donor retention and growth
  - Campaign performance
  - Relationship activity and engagement
- Use data insights to inform fundraising strategy and donor outreach priorities.

## **Events & Donor Engagement Experiences**

- Support donor engagement at live events, conferences, broadcasts, and ministry initiatives.
- Assist with donor hosting, VIP experiences, and relationship-building opportunities.
- Travel occasionally to meet with donors, attend events, or represent His Glory in partnership settings.

## **Cross-Functional Collaboration**

- Partner closely with:
  - Leadership
  - Operations
  - Marketing
  - Events
  - Production
- Align fundraising efforts with organizational priorities, campaigns, and ministry initiatives.
- Contribute to a collaborative, faith-centered team culture.

## **Qualifications & Experience**

- **3–5+ years** of experience in fundraising, donor relations, development, or nonprofit advancement.
- Bachelor's degree preferred (or equivalent experience).
- Proven ability to manage donor relationships with professionalism, warmth, and discretion.
- Experience executing fundraising campaigns and tracking results.
- Familiarity with CRM systems and donor databases.
- Strong written, verbal, and interpersonal communication skills.
- High level of organizational discipline and follow-through.
- Ability to self-motivate, manage multiple priorities, and adapt in a fast-moving environment.
- Alignment with Christian faith, values, and the mission of His Glory.

## **Core Competencies**

- Relationship-driven mindset
- Strategic thinking with execution ability
- Excellence in donor care and customer service
- Strong attention to detail
- Emotional intelligence and discretion
- Ability to balance pastoral sensitivity with financial responsibility
- Growth-oriented and solutions-focused

## **Spiritual & Cultural Alignment**

- Demonstrates integrity, humility, and a servant-leader posture.
- Passionate about advancing the Gospel and supporting kingdom impact.
- Comfortable praying with donors when appropriate and representing the ministry with spiritual maturity.

## **Success Metrics**

- Donor retention and upgrade rates
- Growth of recurring donors
- Major donor engagement and satisfaction
- Fundraising goal achievement
- Quality and consistency of donor communications
- CRM accuracy and reporting reliability

## **What We Offer**

- Competitive pay and performance-based bonuses.
- A collaborative, mission-driven team environment anchored in prayer and excellence.
- Opportunities for spiritual growth, mentorship, and professional development.
- Direct impact in helping advance the Billion Soul Harvest through media and ministry.
- Meaningful relationships with influential guests and Kingdom partners.

## **How to Apply**

Please email your **resume**, **brief cover letter** (why this mission/role), and any **relevant work samples** to [zion@hisglory.me](mailto:zion@hisglory.me) with the subject line:

**“Donor & Fundraising Manager– [Your Name]”**