

**Department:** Global Ministries

**Reports to:** Global Ministries Director

**Supervises:** Development team of Graphic Designers, Content Writers, Video Storytellers, Website Designers, and Volunteers

**Overview:** Lead the development team in all project creation and completion. Interface with donors, foundations, and local churches to raise awareness and support for Liebenzell USA. Organizes promotions, grant writing, preparing special project proposals, and researching our organization's history. This is a part-time position at 20 hours a week, with a flexible schedule

**Relationships with other departments**

- Contacts every quarter the directors/managers in BA (Business Administration) RM (Retreat Ministries) and GM (Global Ministries) departments to discuss funding needs and compares them with opportunities for foundation grants, corporate fundraising, or individual giving to meet those needs.
- Promotes the newly forming FM (Farm Ministries) in contact with the FM project manager.
- Attends weekly Chapel services, employee lunches, and special events, as schedule permits for fellowship and good relations with members of other departments.

**Duties – with assistance from the development staff**

*Corporate Communications*

- Designing missionary newsletters, prayer cards and videos.
- Creating and sending the semimonthly internal newsletter, the *Ebenezer Herald*.
- Adds content and maintains the Liebenzell websites.
- Updates the social media sites in cooperation with the departments.
- Gathers information on project needs of Liebenzell Mission of USA (GM, RM, and FM).
- Designs newsletters to reflect RM, FM projects and sends it out three times per year, the *Liebenzeller*.
- Designs missionary bulletin to highlight the missionaries, describe the GM projects, and sends it out three times per year, the *Provision Press*.

*Corporate Fundraising*

- Creates promotional items for special events.
- Sends out press releases for noteworthy activities of the corporation.

- Organizes fundraising luncheons in spring (Founder's Week), fall, and Christmas.
- Assists the General Director with materials for the *Hudson Taylor Legacy Fund*.

#### *Foundation Grant writing*

- Becomes well versed in the history, programs, and mission of Liebenzell Mission USA.
- Discovers in-state and nearby foundations using the foundation software program.
- Identifies grant funding opportunities with out of state foundations, if applicable.
- Writes, submits, and manages grant proposals with help from the development team.

#### *Team Leading*

- Leads weekly development team meeting.
- Creates an annual publication schedule and completes projects on a timeline.
- Submits a monthly report of completed tasks and anticipated plans to supervisor.

#### **Job Qualifications**

- Prefer college education, preferably in development, public relations, or project management. Will accept high school education if combined with years of project management experience.
- Sign the Liebenzell Ministries Doctrinal Statement, testifying adherence to the doctrinal position.
- English language fluency and ability in writing with style.
- Proven professional skills, evidence of good judgment, results driven.
- Strong project management and database management skills.
- High organizational commitment and professionalism.
- Creative, innovative, and intuitive.
- Able to establish and accomplish self-directed goals and objectives.
- Proficient in office technology – Word, Excel, PowerPoint, Outlook, and accurate use of email and digital communications.
- Possesses a valid driver's license and his/her own transportation.

#### **Physical Demands and Work Environment**

- While performing the responsibilities of the job, the employee is required to talk, hear, use their hands and fingers to operate office machinery, is often required to sit, stand, walk, reach with arms and hands.
- Vision abilities required by this job regularly include close vision, distance vision and peripheral vision.
- The noise level in the work environment regularly varies from quiet to moderate.