Miracle Hill Ministries
Job Posting

Date: March 7, 2017

Job Posting: FT Stewardship Coordinator
Location: Administrative Office, Greenville, SC
FLSA: Salary/Exempt
Reports to: Vice President, Special Projects
Date Job Available: Immediately

Job Posting # 0100-2

Basic Job Description:

Summary / Purpose of Position:

Manage new donor acquisition campaigns, primarily through church and business Yellow Bag events; ensure accuracy of donor tracking database; and produce donor reports as needed by the Development Department.

Essential Duties and Responsibilities:

- Capture new GIK donors from Yellow Bag Projects
- Create and coordinate Yellow Bag Project events with local churches and employers
- Cultivate all GIK donors from Yellow Bag Projects and Thriftrac
- Develop new donor campaigns
- GIK donor conversion (not into RE database until first gift)
- Oversee volunteer calls to GIK donors
- Tracking of GIK donors

Performance Measurements:

- One church visit (breakfast, coffee, lunch) per day = 25 per month
- 10 personal calls to church leaders per day = 200 per month (compare completed and left messages)
- 10 personal notes to church leaders per day = 200 per month
- 10 personal emails to church leaders per day = 200 per month
- 3 facility tours or graduation events per month

Qualifications:

- Bachelor Degree
- Proficient in Word, Excel, and Project Planning

Religious:

- Be followers of the Lord Jesus Christ expressed through a personal profession of faith and Christian conduct
- Agree without reservation with the Doctrinal Statement of the ministry.
- Since the church is God's vehicle of spiritual accountability, it is important that employees be an active

participant in and in good standing with a local Protestant Church. They must comply with the requirement of their church, in areas of conduct not addressed by Miracle Hill's expected practices

- Have a passion for evangelism and the spiritual welfare of all served by the ministry to include: clients, volunteers, customers, contributors, and staff.
- Demonstrate spiritual maturity commensurate with the requirements of your position.
- Christian conduct encompasses the biblical principles of humility, integrity and compassion to guide us to act professionally and ethically at all time. Miracle Hill Ministries understands that we have all fallen short in our past but the employees are expected to practice Christian conduct at Miracle Hill including:
- Abstain from the use of illegal drugs or the inappropriate use of medication.
- Abstain from activities or addictions that have a detrimental effect on clients or the reputation of the ministry. According to the teachings of Romans 14:13-23, we are to keep from becoming a stumbling block to those within the ministry who make be apt to addiction. It is important to exercise biblical discretion by restricting your freedom in public to include: use of addictive substances such as alcohol or tobacco, choice of literature, and the choice of entertainment. It is important to demonstrate sound judgment that is based on biblical principles that displays evidence of spiritual growth and maturity. (Titus 2:11-12).
- Relationships, particularly with the opposite sex, are above reproach.
- Live free of sexual sin (to include pornographic materials, homosexual conduct, and extra-marital relationships).
- Respect the sanctity of life from conception until death in God's timing

If interested in the above position, please fill out the online employment application at www.miraclehill.org