

**CRU/ISP
POSITION DESCRIPTION**

Business Title: Associate Director of Fund Development
Ministry/Team: International School Project/Fund Development
Reports To: Director of Fund Development
Prepared By: LDHR Director for ISP
Prepared Date: April 12, 2021
Approved By:
Job Code:

MISSION: Cru is a caring community passionate about connecting people to Jesus Christ.

ISP VISION: To have a “Community of Christ-centered teachers in every city and village.”

Do you have a heart for teachers, students, and schools? Multiply your life by equipping teachers to be missionaries in their classrooms! The average teacher touches 3,000 lives.

Join a team that has developed teacher communities in 30+ countries. Educators use a Bible-based curriculum with students. Believing teachers are equipped and encouraged to help their colleagues to initiate and grow in a relationship with Christ. They offer creative outreaches for non-believers and help mature leaders train others in evangelism and discipleship.

Tell teachers' stories to financial partners in the U.S., and raise the funding for materials and training costs. Share the vision of the International School Project to have a “Community of Christ-centered teachers in every city and village.”

You will also be able to learn the art of development from a person who has created and managed fund-raising efforts for ISP for 25 years. (There is the opportunity to move into the Director of Development role if God should so lead.)

SUMMARY DESCRIPTION OF POSITION:

This individual will be responsible for learning and implementing multiple strategies in development, so that the Director of Development and the field reps can focus on being in the field with their caseloads and prospects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

As an employee with Cru:

- Actively and intentionally grow in his/her Christian faith
- Maintain a positive witness for Christ
- Express a dependence on the Holy Spirit
- Share what God is teaching him or her
- Consistently attend and participate in team/ministry devotional times.

FOR THIS POSITION:

- Oversees staff responsible for foundation grant writing and follow-up reporting to contributing foundations
- Initiates virtual and live donor events such as online presentations or special dinners
- Advises administrative assistant in coordination with the Communication Department to maintain an information flow to ISP partners. Works with assistant to ensure that giving progress reports and partner appreciation is maintained
- Coordinates with the Cru Foundation to produce “planned giving” mailings and inserts in ISP communications
- Communicates with ISP leadership to establish project funding priority
- Perform related duties or special projects as assigned

OTHER FUNCTIONS (Non-essential)

Demonstrate and model personal spiritual discipline and assist in development of an environment on the team where individual team members grow in their own Christian walks.

Personal development - engage in the Staff Development process including creating and implementing a Personal Development Plan (PDP) targeting areas of growth.

SUPERVISORY RESPONSIBILITIES

Coordinate the following supervisory responsibilities:

- Administrative Assistant
- Foundation Grant Writing Specialist

In accordance with the ministry’s policies and applicable laws, including interviewing, hiring and training; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

Oral and written communication skills

Interpersonal skills using tact, patience, and courtesy
Management and supervisory principles
Basic personal computer operation, including word processing, spreadsheets, and database management

ABILITY TO:

Work independently as a self-starter
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relations with business professionals.
Make formal presentations to a variety of groups
Supervise and evaluate personnel.
Live in Colorado Springs, CO or Orlando, FL

EDUCATION and/or EXPERIENCE

Bachelor's degree. Some development experience is needed.
Maintaining a healthy personal support base would be considered toward development experience.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS/ABILITIES

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk and/or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

PERSONAL CHARACTERISTICS

As stated in the U.S. Staff Handbook, it is expected that Campus Crusade for Christ staff, as members of its Religious Missionary Order, will demonstrate a balanced, Spirit-filled Christian lifestyle and maintain biblical priorities in commitments to ministry, family, associates, personal interests and study.

FINANCIAL RESPONSIBILITIES

Campus Crusade for Christ RMO Staff are expected to maintain a positive balance in his/her staff account, properly administer financial resources, and communicate consistently with his/her support team.

CHRISTIAN GROWTH

It is anticipated that all employees of Campus Crusade for Christ, throughout the course of their employment, will actively seek opportunities for greater understanding, involvement and connection with our ministry by taking part in various activities as specified by their leadership. This includes attending periodic Bible studies and other worship experiences which occur in the workplace during the workweek. Employees are also expected to actively and intentionally grow in their Christian faith and exhibit Christian character as demonstrated by their attitude, appearance and conduct as outlined in the "Standards and Expectations" section of the employee handbook.