

**CRU / ISP  
POSITION DESCRIPTION**

**Business Title:** Fund Development Representative  
**Ministry/Team:** ISP/ Fund Development  
**Reports To:** Director of Fund Development  
**FLSA Status:** Supported Staff  
**Prepared By:** Jo Anne Licht  
**Prepared Date:** June 28, 2022  
**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:**

The ISP Fund Development Representative will participate in the development of financial resources needed to help the International School Project (ISP) accomplish its objective. Serves as a ministry partner representative. This position will evaluate opportunities to introduce prospects to ISP and implement strategies to persuade them to engage with the ministry. This position will manage a caseload of ministry partners motivating them to increase their financial contributions to the products and projects of the ministry while building relationships of trust and respect.

**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:**

- Develop a caseload of major partners through International School Project's current lists and networking in their geographic area.
- Take the initiative to get to know ISP team alumni from overseas trips and current partners. Set appointments with current and potential partners to develop a handful of major partners and expand this caseload over time. Involve partners in phone calls with the CEOs and special virtual or live events.
- Communicate regularly with the entire caseload.
- Establish and maintain an up-to-date file for all assigned contact activities.
- Challenge ministry partners to greater levels of financial involvement as well as encourage their involvement with ISP.
- Formulate a strategy for identifying prospects to become donors to ISP. Decide the best means of approaching potential donors and coordinate connections with the prospects either individually or in groups.
- Provide ministering resources/materials to Ministry Partners on an as-needed/desired basis.
- Provide regular updates/reports to ISP leaders relevant to ministry partner giving.

**OTHER FUNCTIONS (Non-essential)**

Demonstrate and model personal spiritual discipline and assist in the 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.

Perform related duties or special projects as assigned

**SUPERVISORY RESPONSIBILITIES**

None

**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
- 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.
- Able to travel domestically and internationally.
- Live near a large population base: Southern CA, Dallas, Atlanta, Chicago, Orlando, New York, or others.

**EDUCATION and/or EXPERIENCE**

- Bachelor's degree is preferred. 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.

As stated in the Part-Time Field Staff Handbook, it is expected that Cru Part-time Field Staff make personal devotions a regular part of his/her daily routine and live lives that are above reproach, temperate, self-controlled, respectable, and hospitable, and act with a high level of consideration for those around him/her.

### **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.