



Position Announcement

Align Life Ministries is a gospel-sharing, life-affirming ministry with client locations in Lancaster and Lebanon counties. For more information go to www.alignlifeministries.org.

SUPPORTER RELATIONS ASSOCIATE (PART-TIME)

Align Life Ministries headquarters in Lebanon, PA is seeking an individual with excellent interpersonal and organizational skills to cultivate Christ-centered, life-honoring relationships with existing and new supporters through personal interaction and regular communication. The Associate will serve as part of the Stewardship Team and participate in the execution of an overall supporter relations strategy. Responsibilities include establishing, maintaining, and developing relationships with supporters through a variety of personal contacts; recording contacts in a donor database; and generating analytical reports.

The successful candidate will have relevant experience and be personable, organized, computer literate, self-motivated and a team player.

This is a 24 hour a week part-time position, to begin when the applicant is available.

All applicants must be in agreement with Align's Statements on Ministry Purpose; Vision; Mission; Faith; Sacredness of Human Life; Biblical Authority; and Marriage, Gender and Sexuality.

If interested, send a resume and cover letter to: Align Life Ministries, P.O. Box 707, Lebanon, PA 17042-0707, Attn: Mary Anna Wingenroth or mwingenroth@AlignLifeMinistries.org.



Job Description
Align Life Ministries
SUPPORTER RELATIONS ASSOCIATE
Part-Time
Revised February 2023

Objective of the Position: The Supporter Relations Associate cultivates Christ-centered, life-honoring relationships with existing and new supporters through personal interaction and regular communication

Reports to: Director of Supporter Relations

Works collaboratively with: Director of Supporter Relations, Vice President of Resources and Communications, Client Services Director, Financial Gifts Associate, Stewardship Assistant, and others

Based in: Lebanon, PA

Qualifications:

1. Be a committed Christian who demonstrates an active personal relationship with Jesus Christ as Savior and Lord
2. Exhibit a strong commitment and dedication to sharing the gospel with others, the pro-life position, and stewarding sexuality with integrity
3. Be able to participate and thrive in a culture where alignment with God, relational community, and discerning prayer is woven into all aspects of the ministry
4. Excellent interpersonal, communication (oral and written), and organizational skills
5. Be self-motivated, dependable, responsible, and able to carry out responsibilities with little supervision within a team environment
6. Have familiarity with computers and office equipment

Clearances: The Supporter Relations Associate must provide successful completion of a Pennsylvania Criminal Background Check and Pennsylvania Child Abuse History Clearance prior to employment.

Duties:

1. Understand, embrace, and express the ministry's vision, mission, services to clients, core values, spiritual and relational culture, and stewardship philosophy to genuinely convey the purpose, heart, and experiences of Align Life Ministries to supporters

2. With the Director of Supporter Relations and the Stewardship Team, as appropriate, participate in developing and play a key role in executing an overall financial supporter relations strategy, with a focus on individual and couple supporters
 - a. Maintain and develop relationships with an assigned portfolio of existing financial supporters
 - b. Learn the donor management software used by the ministry, and use that software to its fullest capacity for the benefit of the ministry and its financial supporters
 - c. Formally extend the ministry's gratitude to supporters in appropriate ways (e.g., personal notes on receipt letters, thank you calls, emails, cards, visits, etc.)
 - d. Log contacts in the donor management software, run reports as needed, and communicate trends to Director of Supporter Relations and the Stewardship Team, as appropriate
 - e. Identify and help implement additional supporter engagement strategies as appropriate (e.g. lapsed supporter outreach, new methods of giving, new technology tools, etc.)
 - f. Attend/support, as appropriate, the ministry's key fundraising events, including the Move for Life (spring) and fundraising dinner/event (fall), as opportunities for face-to-face supporter engagement
 - g. Participate in educational opportunities related to stewardship, including webinars, books, etc. and pass along pertinent information to the Director of Supporter Relations and Stewardship Team, as appropriate
3. Uphold the Statements on Ministry Purpose; Vision; Mission; Faith; Sacredness of Human Life; Biblical Authority; Marriage, Gender and Sexuality; The Gospel of the Kingdom of God document; and Core Values; and uphold the policies and procedures of the ministry
4. Maintain healthy staff relationships, participate in staff meetings and gatherings, and participate in fundraising and other ministry events per Employee Handbook