



Job Title: Donor Relations Coordinator
Work Teams: Global Support Team, Operations
Reports To: Operations Manager
Job Code: Hourly, Full Time

Summary

If you enjoy working with numbers and you love serving people, you may be a good fit for the Donor Relations Coordinator position. Your accounting skills will help process donations, work with budgets, and maintain financial reports. Your people skills will help you communicate effectively with donors and other stakeholders, so that more people may hear God's Word in audio. This position requires a servant's heart, attention to detail, and a passion for people to hear about Jesus.

Essential Functions

1. **Donor Relations and Accounting**
 - a. Process and receipt donations and facilitate regular donor communication.
 - b. Manage all payables and receivables, and provide regular financial reports.
 - c. Assist in annual audit process.
2. **Office Support**
 - a. Serve as initial reception point for office visitors, and telephone calls.

The above duties, activities, or responsibilities may be supplemented periodically.

Study or Knowledge and Experience

- Bachelor's Degree in Accounting or Communications, or equivalent experience.
- Minimum of 2 years of experience working in accounting (preferred) or communications.
- Excellent written and verbal communication skills.
- Expertise using computer hardware and software, including but not limited to financial accounting, customer relationship management, Google GSuite, Microsoft, video conferencing, etc.
- Cross-cultural / multilingual experience is a plus.

Specific Employment Requirements

- Growing and active personal relationship with Jesus Christ, and involvement in a local church.
- Growing knowledge of global mission.
- Personal qualities of humility and integrity.

- Professional accounting and financial management skills are kept up to date.
- Excellent communication and relationship-building skills.
- Problem-solver with a proactive, results-oriented attitude and approach.
- Focused attitude toward meeting goals and deadlines.
- Able to work autonomously, as well as in a collaborative team setting.

Work Environment

- Small, dispersed team environment.
- Environment may sometimes be stressful when meeting deadlines.
- Ability to serve, work and communicate with others calmly and respectfully in crisis resolution or high-pressure situations.

Communication Requirements

- Comfortable working in multicultural, cross-generational environment.
- Extensive, clear communication is required with donors, ED, and stakeholders.

Stewardship of Resources

- Uses time effectively for assigned tasks.
- Recommends and implements changes for cost / time savings, and continual improvement.

Miscellaneous

- Occasional weekend or night work may be required.

To Apply, Please Submit the Following to jobs@audioscripture.org

(Applications that do not include all requested information will not be considered.)

- Cover Letter
- CV / Resume
- Two writing samples
- Personal Statement of Faith
- Three references (one pastoral, one professional, and one personal)