

## URBAN**PROMISE** MINISTRIES JOB DESCRIPTION

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Position Title: UrbanPromise International Development Associate Department: UrbanPromise International

Reports To: President & Founder UPI/UPM Salary Range: Salary Range - 46,339-57,923

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**Position Summary:** UrbanPromise International is seeking an individual who has a love for people and is passionate about making a difference in the world to fill the opening for their International Development Associate position. This person will be responsible for identifying and cultivating donors, organizing fundraising events, supporting daily operations, and building relationships with churches domestically and internationally. This person will also oversee and give direction to the data entry person and coordinate board members and volunteer efforts.

This person should have a strong interest in international development, education, and leadership formation. The International Development Associate will manage special initiatives including in-kind drives and specific campaigns/funds/strategies as assigned. The International Development Associate will coordinate with all relevant parties and can operate cross culturally within the international community.

The International Development Associate serves an important role in the overall operation of the ministry and should meet the minimum personnel requirements and expectations of job performance as outlined below.

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### **Essential Job Functions:**

1. Identify, cultivate, solicit, and steward churches; serve as the liaison between both UPI staff and churches; support overall church fundraising including management of in-kind contributions, coordinating special activities that engage the donor community, and logistical support for events and other donor engagement activities.
2. Identify new church audiences to form long-term relationships. Coordinate all logistics related to church visits, mission meetings, and other church-based activities.
3. Manage all gift entry and donor data processes, including coordination with all related parties.
4. Oversee the processing of all donations including daily gift batches, credit card donations, and ACH donations in a timely and accurate manner.
5. Oversee the production of gift acknowledgement letters or receipts, honorarium and memorial letters and gift matching forms; assign value to and process in-kind donations. Oversee the schedule for printing receipt letters for batches and notify President of receipt letters waiting to be signed; once signed, prepare and mail receipt letters in a timely manner.
6. Input and track active donor pledges. Communicate with donors about pledge balances and provide support to donors related to their giving.
7. Manage donation platforms while maintaining data integrity and support donation page creation for specific appeals/events.
8. Support in-kind donation inquiries and manage in-kind drives, coordinate with staff to assess needs/review current inventory, create related communications, coordinate drop-offs, and supporting related stewardship (e.g., thank yous).
9. Schedules regular presentations and appeals to community groups and potential funding organizations, offsite and through social media.
10. Provide administrative support for large- and small-scale donor events and activities (e.g., registration, post-event pledges, supporting logistics).
11. Call and communicate updates to donors regularly and encourage increased engagement.
12. Some evening and weekend work required. International travel possible.

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## Essential Job Requirements:

**EDUCATION** Bachelor's Degree required

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Professional and positive experience in building long- term authentic relationships preferably cross cultural and internationally.

Expertise with computer usage including, but not limited to, Microsoft office, donor databases, social media platforms and email services.

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**EXPERIENCE** Some experience in non-profit fundraising and basic administrative functions preferred.

Expertise and proficiency in MS Office with ability to learn new software and technology but not limited to donor databases, social media platforms, and email services.

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## REQUIRED SKILLS

- Self-motivated with ability to work independently and as an effective member of a team
  - Adaptable with ability to take appropriate initiative, be resourceful and innovative
  - Exceptional understanding of church communities
  - Exceptional writing and editing skills and careful attention to detail
  - Strong relational skills that will support work to engage program participants, interns, staff, donors, church leaders, parishioners, etc. and to facilitate relationship-building across and among these groups
  - Ability to successfully manage external relationships and work with colleagues at all levels
  - Ability to work effectively under pressure while managing multiple projects with competing priorities and deadlines
  - Highly detailed oriented with strong organizational skills
  - Problem-solving and analytical skills; ability to work effectively in a collaborative environment as well as independently with a “can do” attitude
  - Highly dependable. Able to perform under minimum supervision within the scope of normal duties and responsibilities, difficult or unique situations to the supervisor
  - Interpersonal skills using tact, patience, and courtesy
  - Sensitivity and respect for confidential information
  - Ability to work well and support relationships domestically and internationally with all different areas of the organization
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**PHYSICAL REQUIREMENTS** To have the capacity to lift 11lbs- 5lbs

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### **\*\*Equal Opportunity Statement**

UrbanPromise International values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining a staff that reflects the diversity of the communities we serve, fostering an inclusive working environment where staff of all backgrounds feel welcomed and engaged in the UrbanPromise International mission and to promote racial and social equity in our work.

*UrbanPromise International is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply.*

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