



Redwood Gospel Missions Partner Care Manager

The Redwood Gospel Missions, in the grace and power of Jesus Christ, mobilizes our community to minister to the needy so that lives are transformed.

Location(s): 1821 Piner Road

Ministry: Partner & Community

Time Commitment: Full Time

Supervisor: Director of Partner and Community Ministries

Also works with: Other Department Heads

Supervises Gift Processing Assistants, Partner Care Officer, and Volunteers.

Position Summary: Partner Care Manager will oversee the care and growth of our financial partners (donors) through a variety of efforts; including leading the gift processing team, establishing a grant writing program with staff and volunteers, and developing new relationships with prospective donors.

Qualifications: The Partner Care Manager position requires a combination of 5-10 years of experience in fundraising, customer service, management, or related experience. BA degree is desired, but not required.

Duties & Responsibilities: Along with the Director of Partner and Community Ministry, develop, maintain and lead the ministry's efforts related to our partners (donors).

Partner Care:

- * Engages in development work with new and existing partners according to the Theology of Development of the Redwood Gospel Missions.
- * In conjunction with Executive Director and Director of Partner and Community Ministries, develop effective, meaningful, and transformational relationships with donors (partners).

Gift Processing:

- * This position will oversee and provide leadership to the Gift Processing Team.
- * Cross-trained in our gift processing to assist in the process time during the holiday season to ensure timely receipting and contact.

Partner Connect Phone Team/ Thank You Calls:

- * Establish Partner Connect team to call/write letters or emails for partners who gave a gift of any amount the previous year.
- * **Coach the team to ensure their effective interactions with partners.**
- * Ensure weekly phone calls are made for special gifts or first time givers.

Grant Writing:

- * Develop and establish a volunteer lead grant writing program.