

GIFT AND DATABASE MANAGER

OPPORTUNITY
profile

TOGETHER, WE CAN
END GOSPEL POVERTY



HAGGAI
INTERNATIONAL



Greetings

from

DR. BEV WILLIAMS, CEO

Dear Prospective Candidate,

Thank you for your interest in Haggai International as we conduct this important search for a Gift and Database Manager to join the Advancement Services Team. Haggai International equips strategically positioned, influential leaders to reach individuals in their nations with the Gospel, while using their influence to impact business, government and law, media, education, churches, and NGOs. Over the last 55 years, we have equipped more than 135,000 high-level, indigenous leaders in Africa, Asia, Latin America, and the Middle East in 189 nations.

I invite you to read this Opportunity Profile, and if you resonate with our mission and feel called to begin the discovery process with us or know someone who might be interested, please review the Process of Candidacy section.

If you have application questions, please email them to OurFundraisingSearch@Gmail.com

Thank you again for your interest in Haggai International and for your thoughtful prayer and consideration.

For the Gospel,

Dr. Bev Williams
CHIEF EXECUTIVE OFFICER
Haggai International

THE REALITY

There are
6.3
THOUSAND
languages spoken

by the
7.6
BILLION
people to whom
our world is home.

Of those 7.6 billion,
2.2
BILLION
have not heard
the Gospel.

We are a global community of leaders in 189 NATIONS who are committed to ending Gospel poverty.

Gospel poverty exists wherever people lack the opportunity to hear and respond to the Good News of Jesus Christ; where entire countries, institutions, and cultures lack foundational Christian influence or authority; where concerns about issues of justice and human rights are significant; and where those who are Christian face discrimination or even persecution. At Haggai International, we believe in the power of the Gospel to transform individuals, communities, and nations through indigenous leaders who see the need and have a vision for ending Gospel poverty in their nations. Through these leaders we strive to give every person the opportunity to experience the Gospel through a relationship with someone who shares their own cultural background . . . no matter where they live or what language they speak.

OUR VISION IS SIMPLE

Our vision is to see every nation redeemed and transformed through the Gospel of Jesus Christ.

Only Jesus can bring true, life-changing transformation. The reality is the world is broken and too many people are living without the hope or knowledge of God's love and forgiveness.

In fact, 1 in 4 individuals has never heard the Gospel.

There is only one answer — reconciliation to God and to each other through Jesus Christ. There is no shortcut, no easy way. Governments cannot bring peace. Education cannot bring salvation. Business and industry cannot bring healing. Psychology and sociology cannot bring joy. Only Jesus can bring reconciliation to the world.

OUR MISSION IS UNIQUE

Our mission is to equip and inspire strategically positioned leaders to more effectively demonstrate and present the Gospel of Jesus Christ and to prepare others to do the same.

At the core of our mission are strategically positioned leaders who are multiplying their influence with one purpose in mind — to see their nation redeemed and transformed through the Gospel of Jesus Christ.

Like you, the leaders we equip believe that Jesus is the difference the world needs.

Together, we believe the Gospel in action not only transforms lives but also builds thriving communities where real needs are met and where justice prevails.

OUR APPROACH IS STRATEGIC

We work with locally engaged, strategically positioned leaders who are most effective in reaching their own nations with the Gospel.

We believe:

- ▶ Strategically positioned, influential leaders are catalysts for local people experiencing life change, community transformation, and nations being redeemed.
- ▶ Leaders need equipping and encouraging to achieve exponential impact and sustainable momentum.
- ▶ Therefore, we select, equip, and inspire men and women leaders living in non-Western countries to impact their communities and nations with the Gospel. They do this by demonstrating and presenting Jesus in the arenas in which they work — business, government, medicine, education, and ministry. For over 50 years, we have seen that when we provide the place, the guidance, the tools, and the opportunity . . . God moves. Our leaders come away from our equipping forever changed with an expanded vision to reach their nations.

OUR MODEL IS CATALYTIC

We **SELECT, EQUIP, MULTIPLY**, and **ENCOURAGE** difference makers all across the globe.



SELECT

Strategically positioned, influential leaders are selected to attend the Haggai Leader Experience, either virtually or in-person.

Our Regional Representatives around the world select spiritually mature leaders from Africa, Asia, Latin America, and the Middle East:

- ▶ Ages 30–50.
- ▶ 75% are marketplace leaders across many professions.
- ▶ 25% are church planters, pastors, or ministry leaders.



EQUIP

Leaders are immersed in the life-changing, transformational Haggai Leader Experience.

- ▶ Leaders are equipped with tools and techniques to effectively demonstrate and present the Gospel by successful and internationally recognized non-Western faculty.
- ▶ Equipping occurs in-person around the world or virtually, and in four of the mostly commonly spoken languages, including English, Spanish, Mandarin, and Arabic.



MULTIPLY

Haggai leaders come away from equipping better prepared to live out God's expanded vision for their lives in their nations.

- ▶ The Gospel is advanced through equipped and empowered leaders as they demonstrate and present the Good News, while preparing 100+ other leaders to do the same in their own nations.
- ▶ Though leaders are challenged to multiply by equipping 100 more, they are equipping 251 leaders on average in the first two years alone.
- ▶ They work within their own nations and cultures, and in their own languages.



ENCOURAGE

Haggai leaders are encouraged and supported in their on-going work to advance the Gospel.

They experience extended learning opportunities, share best practices, and celebrate goal accomplishments through:

- ▶ Connect2Leader (password protected digital learning platform).
- ▶ Social media groups.
- ▶ Haggai Leader Summits held across the world.
- ▶ Self-funded and self-organized Haggai national ministries that hold seminars for ongoing support in the field.

OVER 135,000 strategically positioned leaders have been equipped in 189 nations.

For more information about Haggai International and stories of Haggai leaders, please visit the website: www.Haggai-International.org.

OUR *Culture*

Haggai International strives to provide a transformational work experience. High standards are embraced regarding the following:

PERFORMANCE

- ▶ Excellence — Constantly strive for the highest standards; achieve continuous improvement in personal performance; optimize resources; and strive to be the “best.”

RELATIONSHIPS

- ▶ Communication — Clear and concise, keeping others informed.
- ▶ Leadership — Practice leadership by taking responsibility; set an example for those around them; act proactively; anticipate change; and act consistently with the vision and mission of Haggai International.
- ▶ Teamwork — Maintain good relationships with others; listen and provide helpful feedback; show courtesy and respect; walk in humility, empathy, and understanding; and graciously give credit to others when it is due.

- ▶ Accountability — Act as a steward of resources entrusted by God; take responsibility for one’s own actions; always be open and authentic in relationships; and graciously accept constructive feedback, when warranted.

CHARACTER

- ▶ Attitude — Motivated by a determination to glorify God; exercise leadership and discipline over one’s own actions and habits of thought; fully embrace the vision of the organization; and look to the future with faith, hope, and courage.
- ▶ Integrity — Center one’s thinking on the highest moral principles as defined by the Bible; keep thoughts and actions consistent; and aim to fulfill the highest hopes and expectations of one’s peers.
- ▶ Commitment — Diligent in all responsibilities and deliver on every goal set, even if it makes demands on energy and time.

THE POSITION

SUMMARY

The Gift and Database Manager is a crucial role responsible for processing the daily receipt of all gift types through the various giving channels into Raiser's Edge, including the production of gift receipts, individualized acknowledgement letters, and batch reports in accordance with the Advancement Department's 48-hour turnaround and controls policy. This role will assist the Director of Advancement Services in data analysis, maintaining data integrity and adding new data to the database; generate accurate financial and analytical reports; and assist the Director of Advancement Services to develop and implement policies to ensure the database effectively captures fundraising efforts and donor-giving information. The Gift and Database Manager may also be asked to support major gift stewardship efforts and fundraising events.

RESPONSIBILITIES

The duties and responsibilities of this position include the following functions, if the work is similar, related, or a logical assignment to the position.

Gift processing and reporting

- ▶ Collect, evaluate, sort, and total all donations made daily to Haggai International to create gift batches to load into the donor database.
- ▶ Manage gift analysis and entry procedure and process daily gift batches accurately and promptly in accordance with Advancement's 48-hour turnaround receipting/acknowledgment policy.
- ▶ Analyze gifts to determine appropriate campaigns, funds, stewardship, and appeals concerning gift processing.
- ▶ Add new constituent records into Raiser's Edge whenever a gift is received from an individual, corporation, foundation, or other source not already in the database (including the source's name, address, biographical, and prospect information).
- ▶ Enter all donations (e.g., cash, credit card, stock, online, gifts-in-kind, payroll deductions, real property, pledges, pledge payments, etc.) into Raiser's Edge by assigning appropriate donor and gift codes.
- ▶ Commit and report all gifts to the Finance Office for the General Ledger.
- ▶ Reconcile all gifts monthly using Raiser's Edge Reports with Finance.
- ▶ Accurately receipt and acknowledge all gifts as appropriate in accordance with applicable Advancement policies.
- ▶ Provide routine reporting for failed credit cards and unbooked open pledges. Provide updated information regarding recurring gifts and pledge write-offs in database.
- ▶ Process all matching gift forms and proactively track outstanding matching gifts.
- ▶ Communicate with donors regarding payment information as needed.
- ▶ Review major gift campaign pledges monthly and send reminders as needed.
- ▶ Maintain gift database integrity and updated gift lists and assist in updating and maintaining the integrity of the development database.
- ▶ Support finance reports, including fiscal year-end reporting, annual reports, monthly income reports, year-end tax summaries, and backup documentation.
- ▶ Collaborate with Finance for regular reconciliation and annual audit needs.
- ▶ Collaborate with Advancement to ensure life-giving partners are getting the stewardship they desire for each gift.

THE POSITION

Database Management

- ▶ Create and update constituent records (e.g., addresses, marriages, births, deaths, etc.) upon receipt of notice of any changes or returned mail.
- ▶ Create appeals, appeal segments, solicitation, and communication lists.
- ▶ Load third data additions, such as wealth scores, cleansed records, and NCOA.
- ▶ Generate queries, exports, imports, and mass updates upon request.
- ▶ Create reports, dashboards, and data analysis to support the pipeline.
- ▶ Create and manage Advancement events in Raiser's Edge.
- ▶ Track event registrations and attendance, including record updates from events
- ▶ Manage database security and training as required.
- ▶ Other duties and data projects as assigned.

Requirements

- ▶ 2-year or 4-year degree from an accredited college or university, or equivalent work experience.
- ▶ Extensive computer office automation software experience including but not limited to Raiser's Edge.

- ▶ Microsoft Office and Google Suite.
- ▶ 3-5 years of experience in data entry.
- ▶ Ability to learn, remember, and integrate rules, policies, and practices guiding the performance of job activities and requirements.
- ▶ Ability to work with sensitive and confidential information, perform advanced tasks, and work with internal and external customers.
- ▶ Attention to detail with a critical degree of accuracy regarding data entry and analysis.
- ▶ Ability to prioritize work and to perform multiple tasks simultaneously while adhering to deadlines.

Preferred skills and experience

- ▶ 2-3 years of experience in report writing and data output.
- ▶ Knowledge of general accounting principles and business communication.
- ▶ Raiser's Edge and Blackbaud University certifications preferred (or equivalent data certification).
- ▶ Collaborates well in a team environment with a cultural competency lens.
- ▶ Self-starter who can work independently with minimal supervision and focused productivity.
- ▶ Excellent organizational skills.

THE PROCESS *of Candidacy*

If, after reading this Opportunity Profile you feel that the gifts and experience God has given you are aligned with the mission and vision of Haggai International, we invite you to begin the inquiry process. In order to apply for this position, please submit your resumé, responses, and references to OurFundraisingSearch@Gmail.com.

RESUMÉ

For at least the past three years of your career, address the following:

- ▶ Employer/Dates Employed.
- ▶ Position.
- ▶ Primary responsibilities — particularly those that approximate the responsibilities and experience needed for this role.
- ▶ Direct reports.
- ▶ Total revenue generated by the Development/Advancement Team.
- ▶ List additional employment with Employer/Dates Employed/Position.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Haggai will be based on merit, qualifications, and abilities without regard to race, color, sex, national origin, age, disability, veteran's status, or other category protected by law.

RESPONSES

To help us gain a more complete picture of you and your interest in Haggai International please provide responses to the following:

1. Describe your faith journey, devotional life, and involvement in your local church.
2. Based on the Haggai International website, this document, and other sources, what attracts you to this position?
3. What questions and/or apprehensions do you have?

REFERENCES

Provide the names and contact information (telephone numbers and email addresses) for four references who know you and your career well enough to comment on your suitability for this role. References will be contacted only after requesting and receiving your permission to do so. We will also check secondary and tertiary references.

Submit your application materials in a PDF file to:

OurFundraisingSearch@Gmail.com.

Put "Haggai Gift and Database Manager" in the subject line.