



Development Specialist

Christ In Youth
2201 N. Main St.
Joplin, MO 64801
417.781.2273

Purpose: To maintain excellent donor records, manage key projects, and build strong relationships that will help CIY retain existing donors and acquire new supporters.

Missional Alignment: By effectively managing data, projects, and relationships the Development Specialist will help increase financial support for the ministry, and position CIY to call more youth to Christ and Kingdom Work.

Reports to: Development Manager

Roles

1. Manage a portfolio of mid-level donors
2. Own data management and data integrity for the development team
3. Ensure all gifts are entered properly into Blackbaud.
4. Ensure proper gift acknowledgement through receipts and assigned thank you tasks.
5. Assist with the planning, list pulling and execution of communications, campaigns, and social media posts.
6. Assist with planning and execution of booth events.
7. Manage year-end receipts.
8. Manage year-end donor thank you gifts
9. Serve as the point person for donor needs as received via email or through the SERVE center.
10. Support the Legacy Donor strategy.
11. Complete and maintain Professional Certification through Blackbaud University and pursue mastery of the Raisers Edge NXT platform.
12. Implement updates and changes within Blackbaud for a better experience internally and externally.
13. Maintain the Development Dashboard and continue growing the scope of data housed there.
14. Utilize workflows to ensure effective communication with new and recaptured donors, as well as new legacy donors.

Qualifications

1. Must be committed to the mission of Christ In Youth.
2. Must be a hard worker who works best while collaborating under pressure.
3. Must be an innovator and creator. Willing to work with an emerging team to build a new system.
4. Should be able to roll with changes, approach every day with a "Yes, And" mentality.
5. Must be relationship-minded, have the ability to listen and invest in people.
6. Proficient with Office suite.
7. Willing to learn and manage CIY's development database, Raiser's Edge NXT.
8. Must live in submission to CIY's Culture Statement (see Cultural Expectations).

Time

1. 20 hours February-September | 22-25 hours September-January
2. Able to attend weekly team meetings (unless told otherwise), remote if necessary.
3. Flexible office hours, to be determined upon employment.
4. Development-focused travel expected (but minimal), to be determined upon employment.

Cultural Expectations

At CIY, we uphold the following attitudes under the banner of Servant Leadership Theory. These attitudes are our guiding principles, and we are passionate about living them out in our work.

1. **Live by the Spirit** - Galatians 5:22-26; Philippians 2:1-5; 1 Corinthians 2:3-5
2. **See the Imago Dei** - Genesis 1:26-27; Romans 8:29; Ephesians 4:22-24
3. **Own our Outcomes** - Colossians 3:23-24; Galatians 6:4-5; 1 Thessalonians 4:11-12; Ephesians 4:2-
4. **Collaborate with Purpose** - Ecclesiastes 4:9-10; 1 Corinthians 12:14-21; Romans 12:4-5; Proverbs 15:2
5. **Play it Forward** - Proverbs 17:22; Ecclesiastes 3:12-13; Psalm 126:2; Romans 12:11; Philippians 4:4

These five attitudes are our foundational values, and we are committed to upholding them in all that we do. At CIY, we are proud to work in an organization that embodies these attitudes, and we invite all our staff to sign this document and join us in this pursuit of excellence.