

DOOR Advancement Position Announcement

Position:	DOOR Advancement Officer
Full-Time/Part-Time:	Full-Time, paid by DOOR (not a self-supported missionary position)
Location:	Remote or office space available in Grand Rapids, Michigan
Salary :	Salary commensurate with qualifications and skills

Position Summary: *Advancement Officer serves as staff member for Advancement/Development work at DOOR International. The main focus of this position is working closely with the Lead Advancement Director to raise funds in support of the ministry. This position is the key to creating and maintaining new relationships for DOOR by raising funds from various current and new sources: consistent solicitation from the donor base, maintaining and developing relationships with donors, overseeing assigned grant proposals from foundations, acquiring new relationships, and this position leads the legacy/estate planning program for DOOR International.*

Principal Responsibilities:

- Conduct research on prospects, including individuals, corporations and foundations identified by staff and others as potential sources of funding for the organization
- Participate in strategy building for the development program, both for the general fund as well as specific projects
- Assist the Advancement team in communication and development-related activities with donors and prospective donors as assigned
- In conjunction with Advancement staff, coordinate proposals to major donors and granting organizations
- Through collaborative leadership, coordinate efforts to seek new donors and granting organizations
- Assist with development of additional fundraising tools, including brochures, website, virtual/live events and managing fundraising campaigns as they develop
- Perform other duties as assigned by the Director of Advancement
- Some domestic and International travel

Requirements:

- Bachelor's degree
- Several years personal experience in development work
- Committed to loving Christ and living out the Great Commission (Matt. 28:18-20)
- Committed to connecting individuals/organizations of high financial capacity with opportunities for high-impact, long-term investment in the Kingdom
- Committed to learning about and promoting Christian ministry work among the Deaf
- Previous exposure with the Deaf community (or other cross-cultural situations) desirable
- Must be willing to travel within the US and Internationally.
- Sign Language or Deaf Culture exposure preferred

Description:

This position requires excellent people skills to interact with our donors and the ability to plan strategically to raise funds for the future needs of our growing organization.

Ideal candidates demonstrate a strong commitment to Jesus Christ, have excellent communication and interpersonal skills, strong intercultural competency, excellent organizational skills with high attention to detail, strong problem-solving skills, reliability and confidentiality.

DOOR International is a ministry of and for Deaf people, with 85%+ Deaf staff serving the ministry in a wide variety of capacities. The ideal candidate will have experience in cross-cultural awareness and understanding of honor-shame culture. Candidates should be proficient with Microsoft Office suite (Word and Excel specifically), able to learn database software and be comfortable in various communication platforms.

If these are your gifts and you are interested, please send a resume to Robert Terpstra, Director of Human Resources at DOOR International by email at bobt@doorinternational.org.

Hours: Full-Time (~40 hours per week)

Office Hours: M-F 8 am to 4:30 pm Eastern Time, USA

About DOOR International:

DOOR International is a non-profit organization that assists Deaf communities worldwide in translation of the Bible into various sign languages, as well as training of Deaf leaders in evangelism and church planting. DOOR is affiliated with Wycliffe Global Alliance, the Forum of Bible Agencies International, and ECFA. For more information about DOOR International, visit <http://www.doorinternational.org>.