



## COLSONCENTER FOR CHRISTIAN WORLDVIEW

### Position Description

---

**Title:** Ministry Development Manager  
**Location:** Hiring for several positions across the U.S.  
**Contact:** Brian Brown, Director of Marketing & Development, [brbrown@colsoncenter.org](mailto:brbrown@colsoncenter.org)  
**Salary range:** \$75,000-\$90,000  
**Date posted:** November 2020

---

#### POSITION SUMMARY:

The Ministry Development Manager manages relationships with ministry investors and strategic partners, particularly within a geographic region, works with those investors to attract and direct funding to the Colson Center, and develops the Colson Center's presence and market penetration within a specific region.

---

Priority	Description of Duties
1	<b>Manage major investor relationships</b> Manage a portfolio of up to 50* high-touch major donors (annual giving over \$10k), mainly within a specific geographic region(s). <b>Develop and manage hub city ecosystem</b> Build a relational and institutional network for TCC within the hub city, providing public visibility, a process and structure for connecting people to our work, strong financial support within the city, and long-term mechanisms for a meaningful connection to TCC for those people. (From time to time, this will include providing organizing leadership for local events.)
2	<b>Manage mid-major investor relationships within investor society context</b> With the support of our investor society engine, manage and cultivate portfolio of up to 200* low-touch mid-major donors (annual giving \$1k to \$10k).
3	<b>Welcome first-time donors (gifts over \$100)</b> Send thank-yous to new donors, welcome them to TCC, and cultivate an on-going ministry relationship.
4	<i>*Subject to change as our capacity changes.</i>

---

#### Guidelines for All Employees

The Holy Bible, Employee Handbook, Statement of Beliefs/Faith

---

When filling this position, the Colson Center will consider the following when evaluating Applicants.

#### MINIMUM QUALIFICATIONS

Education, Experience, Knowledge, Competencies

- Education: Associate or B.A.
- Work Experience: Experience in fundraising or similar relationship/community-building a must.
- Knowledge areas: Development, Philanthropy, Christian Ministries, Worldview. Intimate knowledge of the local philanthropic and church scene a must.
- The ideal candidate will:
  - Be a goal-driven self-starter: Demonstrated ability to relate well to all kinds of people, balance a wide-range of job duties, and work well without direct supervision.
  - Enjoy connecting people and building relationships: Natural ability to listen well, look for opportunities to serve others, and enjoy connecting passions with projects.
  - Be systematic: Handle task management and transparency well, working well with others through good communication and attention to detail.
  - Be invested in the Colson Center mission: This role is about building long-term institutional relationships, not just personal ones, so serving as a good brand ambassador is key.
- Competencies: Outstanding oral and written communication skills, high emotional intelligence, detail orientation, composure, compassion, excellent decision making. (For example: in the past, candidates with an SOI/TeamSight profile in the neighborhood of 4555, Take-charge Supportive Designer, have thrived in this role.)
- Computer/Tech Skills: Basic Word, Excel, Outlook, high comfort level working daily within basic task management software (we use Asana) and CRMs (we use Virtuous).
- Physical: Talking, hearing, seeing, typing.
- Travel requirements: 20 % travel, including air and car

**Position Classification: Exempt**