

Fund Development Coordinator

Center for the Study of New Testament Manuscripts

Job Summary

The Center for the Study of New Testament Manuscripts is seeking a qualified and relational person to serve in the role of Fund Development Coordinator. CSNTM is a non-profit organization based in Plano, TX with a mission to preserve handwritten copies of the Greek New Testament using high-resolution digital imaging and share the manuscript images online in a freely accessible library. These documents are the foundation for all modern Bible translations and the focus of major scholarly research. Our work directly serves New Testament scholars and students, Bible translators, art historians, pastors, and many others. At the same time, the impact of the mission educates people about the history of the Bible, supports improvements in Bible translations, and provides answers for many of today's most significant questions about the Bible.

Applicants based in the DFW Metroplex are strongly favored.

If interested, please email a cover letter and résumé by email to both Dr. Daniel B. Wallace, CSNTM's Executive Director, at dbw@csntm.org, and Mark Gaither at mgaither@csntm.org. Begin the subject line with: DD2021.

Personal Qualities

- Collaborative, team-player
- Creative, innovative thinker
- Goal-oriented
- Personable, highly relational
- Well-organized
- Outgoing
- Self-starter

Qualifications

- Bachelor's degree required
- 3+ years work experience [fundraising, non-profit, sales, or marketing preferred]
- Proven fundraising or sales results
- Proficiency with donor databases

Essential Functions

- Collaborate with the Executive Director and COO on the stewardship and cultivation of CSNTM donors at all giving levels
- Interact positively and personally with donors who are motivated to support CSNTM for many reasons, including faith-based and non-religious values
- Maintain a schedule of personal visits and contacts to cultivate potential donors and steward existing donors, and facilitate these meetings for the Executive Director
- Maintain a donor database and execute prompt acknowledgement of donations
- Research donor prospects and maintain a donor prospect list
- Devise innovative and effective ways to convert new contacts to first-time donors and new donors to regular donors
- Collaborate with the Executive Director and COO to devise moves management strategies and plans, and then carry them out

- Collaborate with the Executive Director, COO, and the Board of Directors on all donor-centered events and communications
- Provide to the COO and the Executive Director monthly reports that measure progress toward achieving the plan
- Maintain current annual grant applications while identifying and pursuing new sources of corporate and foundation funding
- Develop and implement all aspects of direct donor mailings, appeal letters, and other donor mailings as needed
- Maintain clear and timely records of each donor visit, mailing, correspondence, and touchpoint

Knowledge, Skills, and Abilities:

- Insightful, articulate, and persuasive in both verbal and written communication
- Ability to think and make decisions collaboratively and creatively
- Committed to building long-term authentic relationships with people
- Local travel is required regularly, as needed to cultivate and/or steward donor relationships; regional, national, or international travel (approximately 30%) required

Compensation and Benefits

- Competitive salary
- Comprehensive benefits package including
 - Health, dental, and vision insurance: multiple plans offered (employer covers 75% of premium for you and your dependents)
 - Life Insurance (\$10,000 covered by CSNTM), additional plans available
 - Retirement: 401(K) and employer matching contributions (up to 5%)
 - Paid time off: 15 days plus 10 paid company holidays