

Job Description

CLIENT RELATIONS ASSOCIATE (Part-time)

- REPORTS TO:** Director of Client Services
- BASED AT:** Barnabas Foundation, Crete, IL
- SCHEDULE:** Part-time, between the hours of 8:00 a.m. and 6:00 p.m.
- PURPOSE:** The Client Relations Associate will initiate direct communication with individuals by phone or email who express interest in giving more effectively to ministries close to their hearts.

KEY RESPONSIBILITIES

- Execute specific communication campaigns to individuals. Duties may include:
 - Initiate telephone or email communication with planned gift prospects
 - Listen for specific client needs
 - Inquire about gift options that a client may wish to make
 - Listen for prayer concerns and pray with individuals
 - Work with other team members to respond appropriately to all individual requests
 - Email or mail follow-up material as needed
 - Record and update of the client database with accurate and relevant information
- Follow-up with current clients of Barnabas Foundation
- Provide ongoing administrative support for Client Services team as needed
- Other duties as assigned

QUALIFICATIONS

The qualifications of the successful candidate for this position include:

1. Total commitment to Jesus Christ as your Lord and Savior and a desire to live with Him for eternity.
2. Customer service oriented; a “people person.” Specifically, being comfortable with telephone conversations discussing personal matters and praying with supporters when appropriate.
3. Excellent written and verbal communication.
4. Ability to keep supporter and organizational matters confidential.
5. Strong organizational skills and attention to detail.

6. Basic computer skills including Word, Outlook, and Excel.
7. Willingness to learn new software programs.
8. Ability to work independently without a high degree of supervision.

Interested candidates should email a cover letter and resumé to jobs@barnabasfoundation.com.

To learn more about Barnabas Foundation and view details of the job description go to www.barnabasfoundation.com/careers.