

Ministry Advancement Representative - Position Description



Mission Statement:

The Friends of Israel Gospel Ministry (FOI) is a worldwide evangelical ministry proclaiming biblical truth about Israel and the Messiah while bringing physical and spiritual comfort to the Jewish people.

Position Summary:

Reporting to the Canadian Director, the Ministry Advancement Representative is responsible for the planning, organization, and coordination of FOI Canada's efforts that are necessary to effectively minister to our donors and raise gift income. Recognizing that "ministry precedes money", the representative will develop personal relationships with our donors that will lead to both current and future gift income. This will include operational, capital and planned giving fundraising. This person will oversee the strategy, structure, and management of his/her designated geographical territory within Canada.

Qualifications: The successful candidate should offer the following experience, skills and attributes:

- Be a born-again believer and be in agreement with The Friends of Israel's Principles & Practices and Doctrinal Statement.
- Has a proven track record in donor relations, fundraising, and estate planning.
- Knowledge of advancement strategies and trends.
- Be willing to travel extensively within Canada, approximately 120 - 140 days annually, and possess a valid driver's license.
- Possess excellent written and verbal communication skills.
- Proficient in Microsoft Office, Google Suite, and donor database software.
- Be an organized, concise thinker and communicator.
- Have the ability to make strong personal presentations.

Responsibilities:

- Works with the Canadian Director in drafting an actionable plan with objectives, goals, methods, and a reasonable timeline for all capital campaigns, operational, and planned giving funding.
- Cultivate new and existing relationships by delivering timely updates regarding; upcoming events, organizational initiatives, capital campaigns, and other planned giving opportunities through monthly phone calls (ranging from 50-75) and personal visits (ranging from 25 to 30) with constituents categorized as current, new, prospective, and inactive donors.
- Ensure donor information is accurate and up-to-date in the organizational database.
- Report weekly and monthly to the Canadian Director with regular reports on donor engagement metrics and recommendations for enhancement.
- Assists in the writing of monthly Appeal Letters.
- Establish and carry out an annual initiative for grant proposals, with the intention of securing financial support from Canadian foundations, aligning with Christian principles.
- Attends National Bible Conferences and annual Israel tour, to build relationships with constituents and strengthen donor relations.
- Maintains contact with the VP of Advancement (US) and US advancement team to help with messaging and outreach strategies.
- Other duties as assigned by the Canadian Director.