



Updated: January 6, 2020

MISSION OF ORGANIZATION

Ablaze is a ministry organization devoted to forming the young church. Our mission is to form youth ministers and develop youth ministries for parishes. We provide a 360° approach to building disciples by serving youth, ministers, as well as parents.

CURRENT POSITION INFORMATION

Job Title: Development Officer

Supervisor: Director of Development	Position Type: Part-Time
Location: Bryan, TX	Salary: \$15-\$18/hour

DESCRIPTION

We're seeking an energetic and committed professional—with proven experience, specifically in fundraising or sales—who's on a mission to change the world. Our Development Officer will meet with individuals to cultivate relationships and ask for gifts and pledges to support the life-changing work we do here at Ablaze Ministries. They will cultivate, solicit, and steward new donors while managing relationships with existing donors.

Working in this position offers:

- ❖ Meaningful work - This is your opportunity to have a powerful impact on the lives of people of all ages
- ❖ Culture and community of servant leaders who have a constant willingness to do what it takes to get the job done
- ❖ Competitive salary: we will aggressively compensate the right person for this position

DUTIES AND RESPONSIBILITIES

- ❖ Support our donors in accomplishing their philanthropic goals and ambitions by cultivating a relationship and asking for recurring and annual fund gifts to grow the mission of Ablaze Ministries
- ❖ Schedule face-to-face meetings with donor prospects and make direct, face-to-face asks for donations
- ❖ Ensure existing donors feel confident about their generosity by sharing the incredible impact their resources and initiatives are having on the lives of the teens we work with

- ❖ Keep up with activity utilizing Breeze and DonorElf
- ❖ Work alongside Development team to reach team fundraising goals
- ❖ Assist Director of Development with appeals, events, and other tasks as assigned

EXPECTATIONS AND REQUIREMENTS TO APPLY

- ❖ This is a role in a Catholic organization. Thus, being a practicing Catholic is required.
- ❖ Must be committed – Deeply passionate about the Mission of Ablaze Ministries and willing to act as a servant leader; able to demonstrate tenacity and willingness to go the distance to get something done
- ❖ Must be coachable – Let others share and seek to understand before trying to be understood; desire to become the best-version-of-yourself even when it is uncomfortable and not expedient
- ❖ Must be aware – Earn and maintain trust and confidence from your team members and donor prospects; take initiative by bringing new ideas to the team
- ❖ Must exhibit culture advocacy – Someone who is passionate about improving and contributing to the culture they work in
- ❖ Must have an undergraduate degree and at least 1 year of relevant fundraising or sales experience and a proven ability to meet objectives
- ❖ Must be able to make and keep friends, establishing and maintaining good working relationships both inside and outside your organization
- ❖ Must have honed your persuasive speaking and writing skills
- ❖ Must be organized, prepared, detail-oriented, and will follow through on promises

HOW TO APPLY

Please submit a resume, cover letter, and three recommendations to work@ablaze.us.