Position: Engagement Officer

Reports to: CEO

Scope: Full Time position (40hrs/wk) engaging, cultivating and securing community and business partnerships (including private donors, corporations, local businesses, churches, etc.) that generate donations and other resources as well as raising awareness of Bible2School in order to reach children for Christ.

Preferred Skills:
• Able to build strong working relationships with individuals, churches, businesses, community leaders and organizations. This includes existing and potential strategic partners, donors, and members.
• Desires to help people find joy in giving.
• Able to lead, encourage, and empower people to be highly effective in their roles.
• Able to clearly communicate and articulate ideas and concepts in both written and verbal form.
• Able to present both in a public forum and a one-to-one meeting.
• Able to work well in the team environment.
• Able to operate with limited direction and effectively manage priorities, tasks and time.
• Possess competent computer skills (Internet/email, Word, Excel, Google, Salesforce).

Areas of Responsibility:
• Implementation of Engagement Strategy for Large/Medium Donor portfolio.
• Maintenance of ongoing relations with existing Large/Medium Donor portfolio.
• Engagement with new Large/Medium Donor Prospects.
• Share ministry highlights in a public and interpersonal context.
• Assistance with implementation of overall Communications/Marketing Strategy with Engagement Team.
• Record and track all meetings and interactions with donors, businesses, churches, community leaders) and report update monthly.
• Review goals with supervisor on a regular basis.
• Track expenses and submit for reimbursement on a monthly basis per employee handbook.
• Attendance and participation at meetings and events as required.

Benefits Package:
Flexible schedule
Personal Time Off, approved by supervisor: 15 days + (9) Holidays
Cell phone allowance
Negotiable and commensurate with experience

Bible2School, headquartered in Lancaster, PA, is a dynamic and growing non-profit organization. Please explore our website at bible2school.com for more information about our mission and vision. Interested candidates may submit a resume to CEO Kori Pennypacker at koripennypacker@bible2school.com. Resumes will be accepted until the position is filled.