



### **Position Overview:**

Jesus Christ and His Word are the standard by which we live our lives and conduct our ministry. It is our greatest responsibility and privilege to serve Him. The successful impact of our ministry and the way we operate is built upon the conviction that in all we do, we do for the glory and honor of Jesus Christ. Jesus Christ is the center of all things at Kenbrook. As we serve our guests and minister to our community, we are ultimately serving Him.

The Kenbrook staff is a team, working together to serve God through relationships, programs and services that promote community, discipleship, innovation and ministry. It is vital that staff understands that “going the extra mile,” serving beyond the scope of our job description is often a part of what we are called to do. Whatever our task, we must bear in mind that our service is ultimately unto the Lord.

**Classification:** Part-Time

### **Qualifications:**

- Growing, personal relationship with Jesus Christ
- Supportive of the mission, vision and values of Kenbrook Bible Camp
- Teachable spirit; team-player attitude; servant heart; responsible; industrious; hospitable
- Love for and desire to work with people in a camp and retreat setting
- Work efficiently and effectively unsupervised
- Excellent interpersonal and relational skills in communication (oral and written), understanding, grace and faithfulness
- Excellence, courtesy, consistency and professionalism in phone, written/typed message etiquette
- Ability to process, identify and strengthen systems and structures
- Comfortable speaking in front of small and large groups
- Able to host for occasional weekday groups
- Able to lift and carry up to 50 pounds
- Regularly connected with a local body of Christ

**Reports to:** Executive Director

### **Responsibilities:**

- Work directly with the Executive Director and the Finance Committee to develop a strategic plan for fundraising that will enable Kenbrook to achieve our mission, vision, goals and objectives

- Develop materials/tools to communicate the Kenbrook strategic plan to our constituency and our community
- Refine current fundraising efforts in order to increase effectiveness and return on investment
- Develop and implement new methods for generating gift income (eg. fundraising banquets, capital drives, gifts-in-kind, estate planning, grant writing)
- Maintain a relationship with donors through various means of communication including visitation in conjunction with the Executive Director
- Assure accurate and timely receipting as well as heart-felt means of expressing appreciation
- Manage fundraising and donor database and giving records
- Maintain and update mailing lists
- Provide timely progress reports to the Executive Director, the Board of Directors and our constituency
- Assist in planning of milestone celebrations (eg. 75th anniversary)
- Assist Executive Director with additional projects as requested
- Other duties as assigned