

Job Description: Assistant Director of Development

Organization: Christian Record Services, Inc.

Location: Lincoln, NE (In-office)

Reports To: Development Director

Experience Level: 3+ Years

Classification: Full-time, Exempt

Work Schedule: 4-day, 10-hour work week (Monday – Thursday)

Expected Start Date: January 2027

Onboarding: A flexible orientation and onboarding period is desired in December 2026. The specific schedule and duration will be negotiated based on the selected candidate's experience and availability.

The Opportunity

Christian Record Services, Inc. (CRS) is a legacy ministry with more than 125 years of service, founded in 1899. As a 501(c)(3) nonprofit and a ministry of the North American Division of Seventh-day Adventists, we serve people of all faith walks who are blind or have low vision. Our small but dedicated team provides free resources—including Braille, audio, and large-print materials—to thousands of individuals.

We are seeking a **relational, detail-oriented professional to join our development team. This role is perfect for someone with 3+ years of experience who is ready to take the next step in their career.** Reporting directly to the Development Director, you will move beyond administrative tasks into a role focused on the heart of fundraising: building trust and stewarding supporters who make this ministry possible.

Denominational Requirement

Seventh-day Adventist Church Membership: In harmony with the mission of the Seventh-day Adventist Church, the successful candidate must be an active member in regular standing of the Seventh-day Adventist Church.

Core Responsibilities

1. Donor Relations & Relational Giving (50%)

- **Daily Donor Support:** Act as the friendly, helpful voice for incoming calls. Assist donors with questions, update records, and offer prayer as appropriate.
- **Accepting Phone Donations:** Safely and accurately accept and process credit card donations over the phone with patience, ensuring financial data is handled with the highest level of confidentiality.
- **Processing Mail-In Gifts:** Assist in the daily processing of donations received through the mail. This includes physical transport of mail and ensuring every check is recorded accurately.
- **Relational Stewardship:** Spend 25–30% of your time in proactive outreach (phone, video, or local meetings) to steward relationships with our annual and monthly donors.

2. Storytelling & Strategic Writing (30%)

- **Voice of the Mission:** Gather "God-stories" from CRS programs to write heart-centered monthly newsletters, seasonal appeals, and donor correspondence.
- **Communications Collaboration:** Partner with the Communications Department to provide fundraising-focused content for social media and email campaigns.
- **Impact Reporting:** Create personalized reports to show donors exactly how their consistent support is changing lives.

3. Data Stewardship & Team Support (20%)

- **CRM Management & Reporting:** Serve as the primary user for the donor database (training provided). You will be responsible for generating and analyzing reports (retention, giving trends, and LYBUNT lists) to inform team strategy.
- **Financial Accuracy:** Work in close daily/weekly coordination with the Treasury department to ensure all development data reconciles perfectly with financial records.
- **Project Management:** Utilize team tools (such as Asana) to track deadlines and collaborate on department goals.

Qualifications & Skills

Required:

- **Education & Experience:** A bachelor's degree in communications, Business, or a related field is preferred; however, equivalent professional experience in fundraising, donor relations, or a related relational field will be strongly considered.
- **Years of Service:** 3+ years of experience in a relational or development-focused role.
- **Communication:** Strong phone presence and the ability to write warm, clear, and heart-centered copy.

- **Technology:** Proficiency in **Microsoft Office 365** (Word, Excel, Outlook). Ability and willingness to learn and master a CRM/Donor Database.
- **Integrity:** Absolute commitment to confidentiality and transparency regarding donor data.

Preferred:

- **Experience:** Previous experience using a **CRM/Donor Database** (e.g., DonorPerfect, Raiser's Edge, Salesforce).
 - **Software:** Experience with **Asana** (project management) and **Adobe Creative Cloud** tools.
 - **Denominational Knowledge:** Understanding of Seventh-day Adventist Church structure and mission.
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Physical Requirements & Travel

- **Physical Demands:** Must be able to lift and carry boxes of mail and supplies weighing approximately **30–40 pounds**.
 - **Travel:** This position is primarily based in Lincoln; however, **some overnight travel is required** for events and donor engagement.
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Salary & Benefits

- **Salary:** Commensurate with experience and the Seventh-day Adventist North American Division wage scale.
 - **Benefits:** Comprehensive package including denominational health insurance, retirement plan, and paid time off.
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How to Apply

This position will remain open until filled. **Interested candidates must be available for a mandatory three-week training period in December 2026 prior to the January 2027 start date.**

Please submit a cover letter, resume, and two writing samples (e.g., a sample thank-you letter or a short story of mission impact) to: Donorcare@christianrecord.org

Why Join Our Team?

You will be part of a team that prioritizes the person over the gift. At CRS, we offer a supportive, prayer-filled environment where your professional skills are viewed as a vital ministry to those we serve.

