



Oklahoma Baptist Homes for Children (OBHC) is the largest provider of private, not-for-profit, residential childcare in the state, serving more than 200 at-risk youth and families at four campus locations. Additionally, six Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

**OBHC Mission Statement:** The mission of Oklahoma Baptist Homes for Children is to demonstrate God’s love by providing hope through empowering children and their families to follow Christ.

**Statement of Faith:** Oklahoma Baptist Homes for Children declares the Bible as the foundation for its faith and practice, and affirms as its confession of faith, the Baptist Faith and Message, as revised and adopted in 2000 by the Southern Baptist Convention.

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## Part Time Stewardship Specialist

**Job Description Summary:** The Stewardship Specialist will be responsible for the performance of his or her duties and will be appraised by implementation, consistency, quality and performance of his or her assigned duties toward empowering children and their families to follow Christ.

This position is part time. The employee is expected to work no more than 29 hours per week and will receive hourly compensation based on those hours. Oklahoma Baptist Homes for Children offers a competitive salary for part time workers.

**Location:** Corporate Office, 3800 N. May Ave., Oklahoma City, OK 73112

**Reports to:** Associate Stewardship Director: Raiser’s Edge

**Requirements:** *“For an overseer, as God’s steward, must be above reproach.” Titus 1:7a, ESV*

1. Profess that Jesus Christ is Lord and that Jesus is only one true God, acknowledging that there is no salvation from sins apart from Jesus’ death, burial and resurrection (Jn. 14:6).
2. Believe the Bible is the inspired and inerrant Word of God (2 Tim. 3:16).
3. Mature, Christian person that is actively involved in a Southern Baptist church (Heb. 10:25).
4. Believe and follow the 2000 Baptist Faith and Message as summarized in the OBHC Statement of Belief.

5. A firm commitment to the sanctity of human life (Ps. 139:13, 14) and biblical sexual purity in all circumstances (1 Cor. 7).
6. Concern for God's kingdom (Mt. 6:33), love for those served (Mt. 22:37-39) and a calling to OBHC (Ps. 90:16, 17).

**Educational Requirements:**

1. High school diploma, or equivalent.
2. Data entry experience preferred.

We are a religious employer and we reserve the right to hire based upon religion pursuant to Section 702 of Title VII Civil Rights Act 1964.

**Job Responsibilities:** *“Whatever you do, work heartily, as for the Lord and not for men.”*  
*Colossians 3:23, ESV*

**1. Serve as Back-Up to the Associate Stewardship Director(s).**

- A. Assist the Associate Stewardship Director(s) with his or her assigned tasks.
- B. Miscellaneous data entry tasks for maintenance of database integrity.
- C. Record prep and assigned tasks for events.
- D. Record prep and gift entry, including gifts-in-kind, as assigned.
- E. Record prep and download assigned tasks from Luminare.
- F. Add and maintain Alumni records as assigned.

**2. Assist to Support Corporate Office Operation.**

- A. File documents as requested.
- B. Enter data in donor database.
- C. Fax documents as requested.
- D. Prepare correspondence as requested.
- E. Work on special projects as requested.
- F. Ensure confidentiality of sensitive calls, documents, or data.
- G. Other duties as assigned by Associate Stewardship Director(s).

**3. Responsible for Reporting to Proper Authority with Christ-Like Submission.**

- A. The Stewardship Specialist position is responsible to and under the supervision of the Associate Stewardship Director: Raiser's Edge for the coordination of any assigned duties and responsibilities.
- B. In the absence of the Associate Stewardship Director: Raiser's Edge, the Stewardship Specialist position is responsible to the Associate Stewardship Director: LO/RENXT.

**4. Demonstrates Christ-like Interpersonal Skills.**

*“Only let your manner of life be worthy of the gospel of Christ, so that whether I come and see you or am absent, I may hear of you that you are standing firm in one spirit, with one mind striving side by side for the faith of the gospel,”* *Philippians 1:27, ESV*

- A. Models Christ-like behavior in word and deed in relationships with staff, donors, Board members, volunteers, men, women, children and families (1 Tim. 4:12).
- B. Responsible for exercising Christ-like confrontational skills (as they arise) while engaging in interpersonal relationships, beginning with one-on-one confrontation (Mt. 18:15-17).
- C. Recognize and respond humbly to the differences in learning and communication styles, as well as cultural and philosophical perspectives of residents, families and staff (Gal. 3:28).
- D. Demonstrate biblical conflict resolution skills with residents, staff and family members, beginning with confession of personal responsibility in the conflict being addressed (1 Jn. 1:9).
- E. Actively pursues opportunities for fellowship, friendship and community-building with other staff members, remembering that each staff person is a brother or sister in Christ (Heb. 10:24).
- F. Recognize the emotional needs, family dynamics and other personal difficulties of the other staff members and respond with love and prayer (Jn. 15:12-14).

**5. Honor God's Provision by Keeping OBHC Property Clean and Well Maintained.**

- A. Demonstrate and teach stewardship and ownership on campus/in the office by keeping allotted office space, office equipment, grounds, facilities, buildings and other resources/areas clean and picked up.
- B. Be proficient and use integrity in use of computer and other office equipment.

**6. Additional Responsibilities**

- A. Maintains appropriate attire as dictated by: biblical commitment to modesty, specific circumstances, activities and office procedures.
- B. Out of respect for the Lord and OBHC, maintain punctuality to office hours as scheduled by assigned supervisor.
- C. Time off for personal needs or requests of any type of leave must be arranged in advance with the immediate supervisor, demonstrating Christ-like respect for authority.
- D. Be available to represent OBHC in public meetings as per administrative request or by permission.
- E. Seeks proper administrative approval on all VISA and charge accounts when purchasing items needed on the campus/in the office.
- F. Make prayerful and wise financial decisions on purchases approved by administration. For example, purchase items on sale, in proper quantity and only necessary items.
- G. Upon receiving OBHC employee VISA statement, compile all receipts, documentation and information to submit within time designated by supervisor.
- H. Be able to meet all the qualifications and expectations as outlined in *OBHC Policies* section (VI. L, M,) unless otherwise specified by the qualifications listed in this job description.
- I. Complete appropriate tasks as assigned by supervisor.