



Oklahoma Baptist Homes for Children (OBHC) is the largest provider of private, not-for-profit residential childcare in the state, serving over 200 at-risk youth and families at our 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.

Development Representative/Event Specialist

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

This exempt position is full time and the employee is expected to work the assigned full-time hours and will receive a salaried compensation based on those hours. Oklahoma Baptist Homes for Children offers a competitive salary and, for full-time personnel, a compensation package which includes health insurance, life insurance, retirement and much more.

In accordance with Oklahoma Medical Marijuana and Patient Protection Act, this job is designated as safety-sensitive because of its requirement of '*the operation of a motor vehicle, other vehicle, equipment, machinery or power tools*' and is therefore exempt from the anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act.

Location: The Development Representative/Event Specialist will work from the Corporate Office, other OBHC location or from home as determined by the Associate V.P. of Development.

Reports to: Associate V.P. of Development

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 the 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 holy, inspired and inerrant Word of God (2 Tim. 3:16).
3. Mature, Christian person that is actively involved in a Southern Baptist church or a similar evangelical church, upon approval of the President of OBHC (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: *“Do you see a man skillful in his work? He will stand before kings. He will not stand before obscure men.” Proverbs 22:29, ESV*

1. High school diploma or equivalent, college experience preferred.
2. Excellent written and verbal communication and interpersonal skills.
3. Fundraising/event planning experience preferred.

We are a religious employer and we reserve the right to hire based upon religious preference 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. **Develop Fundraising Events and other Special Events to Support Development of the Donor Base:** The Development Representative/Event Specialist works with other Development Team and OBHC members to plan OBHC events in support of the Cultivation Team, Major Gifts Team or Corporate Office Staff.
 - A. Responsible to raise funds through annual or major fundraising events, planned giving events, special events, corporate events and donor cultivation events as appropriate. The person will need to raise more gifted income than his or her employment cost to OBHC.
 - B. Communication and Coordination with other Cultivation Team members, Engagement Team, Stewardship Team, Major Gifts Team and other development staff, appropriate campus administrators, HPC Director, and Corporate Office staff as needed. An attitude of open and positive communication is essential for this position.
 - C. The Event Specialist, working with the Development Associate is responsible to lead planning for all event logistics and coordinate with OBHC staff requesting the event.
 - i. Create event plan based on the purpose and goal of the event and content input and coordination as needed from campus administrators, center directors or other OBHC staff.

- ii. Maintain a list of event venues and catering options for use at large fundraising events and smaller donor cultivation and campus/center events. When requested, arrange catering, venue and provide assistance for donor cultivation events in coordination with Cultivation or Major Gifts Team staff.
- iii. Coordinate and establish agreements and contracts for event elements such as, but not limited to venue, catering, A/V support, registration/check-in and other event logistics. Vice President of Development must approve and sign all contracts.
- iv. Seek sponsorship and event underwriting donations to cover event costs.
- v. As needed, establish and cultivate a volunteer event team to assist in developing the event.
- vi. Evaluate events from donor and staff perspective
 - 1. Establish feedback opportunities for event attendees when feasible.
 - 2. Participate in event reviews with Development Associate, other Engagement team members and members of the Cultivation or Major Gifts Team and other OBHC staff as needed.
- D. Continually seek additional fundraising event ideas. Participate in networking opportunities with other development reps/event planning specialists.
- E. May maintain a small portfolio of donors.

2. Responsible for Reporting to Associate Vice-President of Development with Christ-Like Submission. *“Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God.” Romans 13:1, ESV*

- A. The Development Representative/Event Specialist is responsible to and under the supervision of the Associate Vice-President of Development, for general duties, activities and projects.
- B. In the absence of the Associate Vice-President of Development or designee, the Development Representative/Event Specialist is to contact the Vice President of Development concerning general operations, serious incidents, and other factors and circumstances that involve the safety and welfare of the staff or clients in OBHC’s care.

3. 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, trustees, 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 utilizing the D.I.S.C. profile as a guide for this 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 while utilizing D.I.S.C. to better understand who they are and how to communicate to them (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).
- 4. Honor God's Provision by Keeping OBHC Property and Vehicles Clean and Well Maintained** *"So then each of us will give an account of himself to God."* Romans 14:12 *ESV*
- A. Display biblical characteristics of truthfulness and integrity by reporting all damage and accidents to the administration (Prov. 28:18).
 - B. Demonstrate stewardship and ownership by keeping allotted office space, office equipment, grounds, facilities, buildings, and other resources clean and well maintained (Gal. 6:4, 5).
 - C. Be proficient and use integrity in use of computer and other office equipment (1 Cor. 15:58).

5. Additional Responsibilities

"And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him." Colossians 3:17, *ESV*

- 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., K,) unless otherwise specified by the qualifications listed in this job description.
- I. Complete appropriate tasks as assigned by supervisor.