



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.

Full 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 non-exempt position is full time. The employee will receive a salary 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.

Location: Home Office, 3800 N. May Avenue, 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 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 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 (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 skilled in his work? He will stand in the presence of kings. He will not stand in the presence of unknown men.” Proverbs 22:29, HCSB*

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 religious preference pursuant to Section 702 of Title VII Civil Rights Act 1964.

Job Responsibilities: *“Whatever you do, do it enthusiastically, as something done for the Lord and not for men” Colossians 3:23, HCSB*

1. **Serve as Back-Up to the Associate Stewardship Director(s).** *“Therefore, my dear brothers, be steadfast, immovable, always excelling in the Lord's work, knowing that your labor in the Lord is not in vain.” 1 Cor.15:58, HCSB*
 - A. Assist the Associate Stewardship Director(s) with his or her assigned tasks.
 - B. Import weekly Oklahoma Baptists gifts, as assigned.
 - C. Record prep and gift entry for income and reports.
 - D. Record prep and gift entry for gifts-in-kind and reports.
 - E. Record prep and assigned tasks for events and reports.
 - F. Record prep and download assigned tasks from Luminate Online.
 - G. Miscellaneous data entry tasks for maintenance of database integrity.
2. **Assist to Support Home Office Operation.** *“Whatever your hands find to do, do with all your strength, because there is no work, planning, knowledge or wisdom in Sheol where you are going.” Ecclesiastes 9:10, HCSB*
 - 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) or Vice President of Development.
3. **Responsible for Reporting to Associate Stewardship Director: Raiser's Edge with Christ-Like Submission.** *“Everyone must submit to the governing authorities, for there is no authority except from God, and those that exist with instituted by God.” Romans 13:1, HCSB*

- 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: Analytics and/or Associate Stewardship Director: LO/RENXT.

4. Demonstrates Christ-like Interpersonal Skills

"Just one thing: Live your life in a manner worthy of the gospel of Christ. Then, whether I come and see you or am absent, I will hear about you that you are standing firm in one spirit, with one mind, working side by side for the faith that comes from the gospel"

Philippians 1:27, HCSB

- 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

"Honor the LORD with your possessions" Proverbs 3:9a, HCSB

- 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 (Gal. 6:4, 5).
- B. Be proficient and use integrity in use of computer and other office equipment (1 Cor. 15:58).

6. Additional Responsibilities

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

- A. Maintain appropriate attire as dictated by biblical commitment to modesty (1 Tim. 2:9, 10), 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 (Phil. 2:3).

- 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 (1 Pet. 2:17).
- D. Be available to represent OBHC in public meetings as per administrative request or by permission (1 Cor. 14:40).
- E. Seek proper administrative approval on all VISA and charge accounts when purchasing items needed on the campus/in the office (Rom. 12:10).
- 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 (Prov. 21:20).
- 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, pages 10-12) unless otherwise specified by the qualifications listed in this job description (Prov. 18:9).
- I. Complete appropriate tasks as assigned by supervisor (Phil. 4:13).

Overtime: In the event that the employee qualifies for overtime, he or she must have those hours approved by his or her supervisor before working those hours. Those hours will be submitted after the supervisor's approval.