



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, seven 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.

Hope Pregnancy Center Development Representative – South OKC Metro and Shawnee area

Job Description Summary: A Development Representative of Oklahoma Baptist Homes for Children 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 is an exempt full-time position. The employee is expected to work the assigned full-time hours and 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.

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 Hope Pregnancy Center Development Representative will office from home or at an OBHC location located in the Shawnee or south OKC metro area as determined by the Associate Vice President for Development.

Reports to: The Hope Pregnancy Center Development Representative will report to the Associate Vice President of Development or designee.

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 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. Business degree or equivalent.
2. Excellent communication and fundraising skills.

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

1. A Development Representative Will Work with Churches and Individual Donors.

“Each person should do as he has decided in his heart—not reluctantly or out of necessity, for God loves a cheerful giver.” 2 Corinthians 9:7, HCSB

- A. Maintain a portfolio of no less than 100 donors to cultivate, solicit and steward gifts to OBHC.
- B. Responsible to raise annual funds for Hope Pregnancy Centers and One Such Child. The person will need to raise more gift income than his or her employment cost to OBHC. The following will be used as a guideline:
 - i. Year 1 of employment: raise salary and benefit cost.
 - ii. Year 3 of employment: raise more than 2x salary and benefit cost.
 - iii. Year 5 of employment: raise more than 4x salary and benefit cost.
 - iv. Year 7 of employment: raise more than 8x salary and benefit cost.
- C. These raised gifts can be current income or future interest. Development staff need to be aware of this expectation and need to report activities and results to supervisor. The ability to generate funds for OBHC ministries is critical for this

position. Flexibility with both schedule and people is vital. The person will have to be self-motivated, and able to hear “no” without being discouraged.

- D. Communication and Coordination with the Engagement Team, Stewardship Team, Major Gifts Team and other development staff, appropriate campus administrator, HPC Director, and Home Office staff as needed. An attitude of open and positive communication is essential for this position.
- E. Develop a plan for fundraising in his or her respective geographical area.
 - i. Assignments outside this geographical region may be made by supervisor.
 - ii. Create and coordinate a fundraising calendar for pregnancy center(s) supported.
 - iii. Create and maintain a schedule and plan for contacting donors to include follow-up and cultivation following events. Coordinate strategy for portfolio donors. Acknowledge and recognize significant donors.
 - iv. Create and implement a plan to seek out new donors and introduce them to the ministries of Hope through impact tours, events, etc.
 - v. Develop and implement a plan to cultivate support from donors and the community.
 - vi. Coordinate with the Engagement Team regarding events, donor communications, and other fundraising activities including ministry-wide and regional events.
 - vii. Coordinate with the Stewardship Team in entering Raiser’s Edge NXT actions and requesting donor record updates and changes.
 - viii. Speak publicly on behalf of OBHC.
 - ix. Set specific goals related to activities and their effectiveness in creating support for OBHC and report these goals and outcomes to supervisor on a regular basis.
 - x. Be knowledgeable about planned giving options, present to donors as appropriate and refer to planned giving specialist for follow-up.
 - xi. Coordinate all designated gifts with campus administrator or center director and involve administrators/directors with donors who have potential for larger gifts.
 - xii. Show support for all OBHC ministries by promoting, supporting and attending fundraising events and activities for the assigned geographic area.
- F. The development representative will set annual goals using the ROAD map document and plan. Annual goals and annual evaluations will be drawn from the ROAD map document and productivity derived from the plan as well as this document.

2. Responsible for Reporting to the Associate Vice President of Development, or Designee, 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 development representative 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, representatives are 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

*“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, 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 (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 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

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

- A. Follow campus/office procedures regarding maintenance, cleanliness and general upkeep of assigned vehicles, treating each item as a gift from the Lord (Jas. 1:17).
- B. Display biblical characteristics of truthfulness and integrity by reporting all damage and accidents to campus/office vehicles as per campus/office procedures to the administration (Prov. 28:18).
- C. 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).
- D. 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 in deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.” Colossians 3:17, HCSB

- A. Maintains 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. Seeks proper administrative approval on all VISA and charge accounts when purchasing items needed on the campus/in the office (Rom. 12:10).
- F. Makes 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 the time designated by supervisor.
- H. Be able to meet all the qualifications and expectations as outlined in *OBHC Policies* section (VI., K, pages 30-31) 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).
- J. Work within the OBHC financial accounting policy/procedures in the handling and reporting of dollars through events and gifting.
- K. Any other duties assigned by the Associate Vice President of Development or designee.