

Helping children. Providing homes. Supporting families. **Bringing Hope.**

Oklahoma Baptist Homes for Children (OBHC) is a not-for-profit Christian children's home serving over 200 at-risk youth and families at our four campus locations. Additionally, eight Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

Mission Statement

OBHC exists to show and share the love of Christ to children and their families.

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.

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: will office from home or location in the Tulsa, Oklahoma area as determined by the Executive Vice President.

Reports To: the Executive Vice President or designee

SPIRITUAL QUALIFICATIONS

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.
2. Believe the Bible is the only, inspired, and inerrant Word of God.
3. Mature, Christian person that is actively involved in a Southern Baptist Church.
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 and biblical sexual purity in all circumstances.
6. Concern for God's kingdom, love for those served and a calling to OBHC.

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.

QUALIFICATIONS

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

KEY RESPONSIBILITIES

1. Work with Businesses and Individual Donors

- a. Maintain a portfolio of no less than 100 donors to cultivate, solicit and steward gifts to Hope Pregnancy Ministries.
- b. Raise annual funds for Hope Pregnancy Center, Tulsa. The person will need to raise more gifted 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.*These raised gifts can be current income or future interest. Development staff must 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.*
- c. Communicate and Coordinate with the Public Relations Team, Stewardship Team, and other development staff, appropriate campus director, HPC Director, and Home Office staff as needed.
- d. Develop a plan for fundraising in the Tulsa area.
 - i. Assignments outside this geographical region may be made by supervisor.
 - ii. Create and coordinate a fundraising calendar for geographic region.
 - 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 Hope Pregnancy Center, Tulsa through impact tours, events, etc.
 - v. Develop and implement a plan to cultivate support from donors and the community.
 - vi. Coordinate with the Public Relations 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 Hope and OBHC.
 - ix. Set specific goals related to activities and their effectiveness in creating support for Hope and report these goals and outcomes to supervisor regularly.
 - 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 or center director and involve them 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.
- e. Set annual and weekly goals to review with their supervisor.

FACILITIES AND PROPERTY MAINTENANCE RESPONSIBILITIES

1. Ensure OBHC facilities are clean, safe, and well-maintained.
2. Follow campus procedures for vehicle use, building care, and maintenance reporting.
3. Report all damage and accidents to your supervisor.
4. Keep allotted office space, office equipment, and other resources clean and well maintained.
5. Use computers and office equipment proficiently and with integrity.

PROFESSIONAL CONDUCT AND RESPONSIBILITIES

1. Become familiar with and adhere to OBHC Policies and OBHC Procedures.

2. Will attend all staff meetings and trainings.
3. Model Christ-like behavior in all interactions with staff, families, donors, volunteers, and residents.
4. Practice biblical conflict resolution and Christ-like confrontation.
5. Foster fellowship, emotional support, and a team-oriented spirit among staff.
6. Collaborate with OBHC personnel to maintain a consistent, positive environment.
7. Represent OBHC professionally at public events when requested.
8. Maintain modest dress, punctuality, and adherence to assigned hours.
9. Use OBHC resources, including credit cards and office equipment, responsibly and with proper documentation.
10. Complete additional tasks as assigned by the supervisor.