



Christ Lincoln is a family working together to grow the kingdom of God. Our mission is connecting people to Christ, together growing in His Word. Each day we strive to join Jesus on His mission so that all may know Jesus!

Job Title	Generosity Coordinator
Department	Generosity
Reports To	Executive Director of Finance & Generosity
Position Level	4
Position Status	Full Time

Job Purpose

The Generosity Coordinator will serve as the project manager for campaigns and large fundraising efforts, supporting generosity and education initiatives at Christ Lincoln. Additionally, this role will ensure compliance, transparency, and accuracy in all fundraising activities. Furthermore, the Generosity Coordinator will assist with accounts payable and supply ordering for assigned departments as a collaborative member of the Generosity team.

Duties and Responsibilities

- I. Project Manager for Campaigns and Large Fundraising Efforts
 - A. Track and input pledges.
 - B. Coordinate schedules and invitations for staff and donors.
 - C. Manage the campaign master calendar.
 - D. Assist in sending commitment updates and follow up
- II. Support Generosity and Education Initiatives at Christ Lincoln
 - A. Maintain and update the offering envelope system and Generosity web pages.
 - B. Assist with prospect research, update the donor database and prepare acknowledgements and tax receipts.
 - C. Manage giving and campaign components within church management and bookkeeping software.
 - D. Plan, coordinate, and execute educational workshops (FPU, Medicare, Retirement, Estate Planning, etc.)
 - E. Serve as the administrator for Thrivent Action Teams and acts as a knowledge expert for donors regarding ministry needs and generosity processes.
 - F. Develop and implement communication plans for routine and special financial reports.
- III. Ensure compliance, transparency, and accuracy in all fundraising activities
 - A. Collaborate with team members to ensure tasks are completed correctly and promptly.
 - B. Serve as a double check/backup for certain giving elements.
 - C. Provide routine and ad-hoc reporting as needed.
- IV. Accounts Payable and Supply Ordering
 - A. Promptly enter assigned departments receipts and invoices into the accounting system.
 - B. Handle purchasing for assigned departments according to established procedures.

Qualifications

- I. Knowledge
 - A. Microsoft Office programs and Google Suite
 - B. Customer service principles to handle inquiries and provide assistance to donors
 - C. The importance of handling sensitive information and maintaining strict confidentiality
- II. Essential Traits
 - A. Strong desire to consistently speak well of one another, defend one another and explain things in the kindest way
 - B. Reliable and consistent attendance
 - C. Positive attitude
 - D. Action oriented
 - E. Initiative to build relationships and rapport with current and potential volunteers
 - F. Commitment to excellence and upholding ethical standards
- III. Skills
 - A. Effective time management and multitasking skills
 - B. Exceptional proficiency in finding solutions to challenges
 - C. Proficiency in prioritizing and organizing tasks
 - D. Strong analytical abilities
- IV. Education
 - A. Bachelor's Degree or a minimum of 3 years experience in fundraising, or administrative experience required

Physical Requirements

Comfortable use of a computer for extended periods, with the need to adjust monitors, keyboards, and chairs for ergonomic support. Prolonged sitting at a workstation is common. Some tasks, like typing or using a mouse, may involve repetitive motions. Manual dexterity is necessary for filing, handling paperwork, and assembling documents. There may be occasional lifting and carrying of office supplies, small packages, and other items up to 50 lbs. Good eyesight is essential for reading documents and viewing computer screens. Adequate hearing is necessary for communication with colleagues, attending meetings, and answering phone calls. Clear verbal communication skills are important for interacting with coworkers, members or visitors.

Direct Reports

This position is not a supervisor for any staff member; however will work with some volunteer leaders in a supervisory capacity.

What We Believe

The ministry of Christ Lincoln is part of the greatest work we as followers of Jesus can do: Connecting People to Christ and Together Growing in His Word. In our efforts to bring others to find a relationship with Him, we understand we have a great responsibility to those God has entrusted to us. In that, we look to the example set by Christ Jesus himself and are called to live in the world but not of the world.

Christ Lincoln's Living A Godly Life Statement expresses how we believe we are to live based on foundational truths of Scripture. As employees of Christ Lincoln, we are leaders in our community and must align ourselves with these biblical truths. Our lives are a testament to the power of repentance and grace when we fall short and are brought back to our Savior's open arms.

In partnership together, staff must evaluate their personal beliefs against the statements as they are expectations for employees regardless of job title, responsibility level or church membership. We



understand all need God's grace. We also believe that God calls our faith to walk in harmony with our actions.

Equal Opportunity Commitment/Americans with Disabilities Act

Christ Lincoln is an equal employment opportunity employer. This policy of equal opportunity and anti-discrimination protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), disability, national origin, age, marital status, veteran status, or other non-merit factors will be prohibited.

Christ Lincoln will comply with the American with Disabilities Act. The Act protects qualified individuals from the discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

It is Christ Lincoln's policy not to discriminate against any qualified employee or application with regard to any terms and conditions of employment because of such an individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with Christ Lincoln's Non-Discrimination Policy, Christ Lincoln will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.

Employee Name (Printed)

Employee Signature

Date

Supervisor Signature

Date