

# LAHASH INTERNATIONAL



## Title: *Sponsorship Director*

### Job Description

<b>Department:</b>	Sponsorship Team	<b>Work Location:</b>	Portland, Oregon
<b>Reports to:</b>	Executive Director		
<b>Employment Status:</b>			
	<input checked="" type="checkbox"/> Full Time (US)	<input type="checkbox"/> Full Time (Africa)	<input type="checkbox"/> Part Time Volunteer
	<input type="checkbox"/> Part Time (US)	<input type="checkbox"/> Part Time (Africa)	<input type="checkbox"/> Contractor
	<input type="checkbox"/> Servant Team Member		
<b>Effective Date:</b>		<b>Completion Date:</b>	
<b>Hours Required (Average):</b>	40		

#### General Description of Work

The Sponsorship Director is primarily responsible for carrying out communication with sponsors, recruiting new sponsors, and the administrative duties required to ensure a smoothly operating Sponsorship Program. This person will also collaborate with our East African partners to enrich the sponsor/child experience and increase the holistic care of the children in the program.

#### Essential Functions

##### 1. Fund Development

- a. Raise an amount of financial support mutually agreed upon
- b. Work to establish and maintain a personal team of donors, advocates, and prayer partners to support the ministry work

##### 2. Complete Core Projects

###### a. Sponsor Relations:

- i. Provide outstanding sponsor support by fielding questions and/or concerns, and collaborating with US/EA staff to improve sponsor experience
- ii. Coordinate and implement child sponsorship mailings (twice/year)
- iii. Communicate major changes that affect individual sponsored children (i.e. sickness, change in living situation, death of parent)
- iv. Write formal correspondence to sponsors, as needed
- v. Recruit new sponsors primarily through presentations

###### b. Oversight:

- i. Direct sponsorship volunteers, and initiate volunteer appreciation
- ii. Oversee administrative tasks and ensure accuracy, including letter tracking, reporting, mailings to sponsors, etc.
- iii. Review and adapt Child Sponsorship Policy Manual annually (and as needed)

###### c. Special Case Management:

- i. Monitor special medical cases in East Africa in partnership with our East African partners

- d. Program Planning:**
  - i. Develop strategic plan for the Sponsorship program
  - ii. Anticipate directional changes in Sponsorship Department
- e. Cross-Cultural Relations:**
  - i. Communicate regularly with East African partners via email
  - ii. Work in partnership with East African staff to improve program
  - iii. Travel at least once a year to one of our East African partnerships
- 3. Lahash Community Participation**
  - a. Attend the weekly Lahash evening meal with the Portland community (Mondays)
  - b. Attend the Lahash East Africa Conference every two years
  - c. Participate the annual U.S. staff retreat
  - d. Attend the monthly solitude days and various other spiritual and educational growth events for the Lahash team

### **Knowledge, Skills, and Abilities**

- Bachelor's Degree required
- Cross-cultural experience strongly desired
- Personal qualities of integrity, credibility, and commitment to the mission and vision of Lahash International
- Program management experience strongly desired
- People management experience strongly desired
- Public Speaking experience
- Ability to multi-task, flexibility, and resourcefulness
- Proactive in starting, maintaining, and completing tasks
- Prompt and thorough job performance
- Team player

### **Personal Attributes & Values**

- A maturing relationship with Jesus Christ
- Adheres to the Lahash Statement of Faith and the ethics and morality of the Lahash Staff Handbook
- A passion for holistically caring about vulnerable kids and a desire to advocate on their behalf
- A kind and gracious attitude toward others
- Filled with integrity and pursues spiritual disciplines

### **Equipment Used**

- Mac & PC computers, digital cameras, kindles, Apple, Microsoft and Google software

### **Other Duties as Assigned**

In this and any position with Lahash International, it is impossible to predict the many requests and assignments that can and will be made on an employee. Flexibility and a cooperative spirit are crucial characteristics of the person who holds this important position and for the successful operation of Lahash International services.

### **Mission Statement**

We partner with African Churches to Holistically Care for Vulnerable Children

### **Vision Statement**

Our vision is that all children in Africa know Jesus and thrive as they are loved by a flourishing Global Church.