



SPONSORSHIP COORDINATOR (SC) JOB DESCRIPTION

Overview: The Sponsorship Coordinator (SC) serves in JMI's sponsorship department and works to ensure excellence in JMI's Sponsorship programming in both Moldova and Brazil.

Qualifications:

- Bachelor's Degree
- 2-4 years in similar administrative and/or customer service work preferred
- Adept at problem-solving, willing to go the extra mile
- Self-starter who is a strategic thinker and planner
- Computer competency and working knowledge of Google Workplace, Microsoft Office, and Apple products
- Good presentation and organizational skills
- Timely in completing tasks
- Team player with the ability to initiate as well as implement plans
- Willingness and ability to travel nationally and abroad
- Willingness and ability to adhere to JMI's policies and procedures
- Passion for taking the Gospel to the ends of the earth
- Missions or ministry experience is a plus
- Clear criminal background check

Reports to: Sponsorship Manager (SM)

Status: Part-Time

Teams: Sponsorship Team; Programs Team

Major Responsibilities: The Sponsorship Coordinator (SC) will play a major role in donor/sponsor retention and reporting. The SC will seek to bring excellent and robust communication at all levels of the sponsorship program.

Sponsorship:

- Oversee monthly vulnerable child village and transitional living communication from Moldova and Brazil sponsorship coordinators to JMI sponsors
- Send monthly reminders to JMI sponsors of their vulnerable child or teen's birthday
- Mail new sponsorship packets weekly
- Prepare sponsorship packets and materials for events with JMI throughout the year

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- Develop expertise in the REACH sponsorship site platform
- Assist Sponsorship Specialist and Manager with yearly graduation communication and transfer process - a highly detailed project that requires coordination between Moldova staff, US staff, and sponsors
- Work with the Finance Team to keep sponsor payments up to date
- Upload new interviews for children and pastors entering the programs

Other duties as assigned

- Work with JMI staff on responsibilities for annual fundraising gala
- Promote sponsorships at events with JMI
- Willingness to lead international mission trips to the countries where JMI works