

CHALMERS CENTER  
FOR  
ECONOMIC DEVELOPMENT

JOB DESCRIPTION

**TITLE: Stewardship Development Representative**

**REPORTS TO: Executive Director**

**LOCATION: Chalmers Center Office**

**PREPARED BY: Brian Fikkert**

**DATE: January 18, 2012**

**PRIMARY PURPOSE:** Develop, educate, and minister to people with financial resources who are committed to promoting and financially supporting the vision and mission of the Chalmers Center.

**RESPONSIBILITIES:**

1. Commit to praying for the poor and the church in light of the mission of the Chalmers Center.
2. Grow and nurture the Chalmers Center's Global Leadership Network and Director's Council so that an increasing number of members are maturing in their ability to use their resources (financial, personal, social, and spiritual) to advocate for effective strategies of poverty alleviation and to support the Chalmers Center's work.
3. Raise matching scholarship funds to support the Chalmers Center's ASSET Program in the Majority World.
4. Raise matching scholarship funds to support the Chalmers Center's Licensing Program for training practitioners across North America and the Majority World.
5. Participate in the directors' meetings to define and clarify the strategic direction and operations of the Chalmers Center.
6. Work with the Chief Operating Officer to develop fundraising plans that are consistent with the overall goals of the Chalmers Center.
7. Coordinate with the Department of Marketing and Communications regarding messaging to external constituencies.
8. Other tasks assigned by the Executive Director.

**QUALIFICATIONS:**

1. Deep commitment to the Vision and Mission of the Chalmers Center.
2. Adherence to the Lausanne Covenant, a statement of evangelical Christian belief.
3. A strong motivation to meet with new people and to share with them leading strategies for building the dignity and capacity of poor people in the context of a local church's ministry.
4. Demonstrated passion for ministering to people who are poor.
5. Demonstrated love of the local church and its ministry.
6. A desire to minister to people who have been blessed with financial resources
7. Eagerness to grow in understanding of holistic poverty alleviation.

8. Outstanding interpersonal relationship skills.
9. Excellent written and oral communication abilities.
10. Ability and willingness to travel to Majority World.
11. Bachelor's degree required, master's degree preferred. Desired majors include economics, community development, business, or related field.
12. Three years successful experience in non-profit, fund raising preferred.