



JOB OPPORTUNITY

Donor Relations Coordinator

India Gospel League North America

LOCATION	SCHEDULE	SALARY
Hudson, Ohio	Full-time · On-site	\$44,000 – \$47,000

ABOUT INDIA GOSPEL LEAGUE

India Gospel League is a Christ-centered ministry dedicated to holistic transformation in rural India and across South Asia. Since 1992, IGL has planted more than 135,000 churches through indigenous leaders, with a long-term vision to see a life-giving church established in every village.

IGL North America, based in Hudson, Ohio, raises support and builds the donor and church partnerships that help make this ministry possible.

We are looking for a **Donor Relations Coordinator** who wants to use strong communication, organization, and relationship-building skills to help donors feel known, valued, and connected to the impact of their generosity.

THE ROLE

The Donor Relations Coordinator helps create a thoughtful and consistent experience for IGL donors and sponsors.

You will welcome and thank new donors, help re-engage donors who have returned after a gap in giving, provide ongoing care for donors not assigned to a Regional Field Director, coordinate IGL's growing sponsorship programs, and make sure important donor follow-up does not fall through the cracks.

This is a hands-on donor care position for someone who enjoys communicating personally, staying organized, managing details, and helping supporters deepen their connection to a mission they care about.

The role combines **donor relations, stewardship, sponsorship coordination, communication, and administrative follow-through.**

WHAT YOU'LL DO

Donor Relations & Stewardship

- Help ensure new donors receive timely, personal acknowledgment and a strong welcome experience.
- Coordinate ongoing welcome and onboarding communication for new donors.

- Re-engage donors who return after a gap in giving.
- Conduct thoughtful outreach to lapsed donors through email, mail, phone, and other appropriate communication.
- Provide ongoing donor care for supporters generally giving up to \$1,000 who are not assigned to a Regional Field Director.
- Respond to donor questions and requests with warmth, accuracy, and prompt follow-through.
- Send personal thank-you notes, donor updates, appropriate calls or emails, and other meaningful touchpoints.
- Help strengthen donor retention and identify opportunities for deeper engagement.
- Recognize donors who may be ready for more individualized relationship development and coordinate a smooth handoff to a Regional Field Director or Development Director.

Sponsorship Coordination

- Coordinate IGL's sponsorship programs, including child, pastor, nursing student, Bible student, Women With a Mission, Life Center, water well, village, and regional sponsorships.
- Process new sponsorships, renewals, changes, reassignments, and cancellations.
- Maintain accurate sponsorship records and commitments in the donor database.
- Coordinate sponsorship information and reporting with IGL's India offices.
- Prepare and distribute sponsor profiles, field updates, letters, photos, seasonal greetings, and other communications.
- Track sponsorship commitments, renewals, reminders, and follow-up needs.
- Respond to sponsor questions and service needs promptly and personally.
- Help make sure sponsors receive the updates they have been promised consistently.

Donor Records & Communication

- Maintain clean and accurate donor, sponsorship, and communication records.
- Track new, reactivated, lapsed, upgraded, and downgraded donors within assigned segments.
- Prepare donor-ready reports and communications from ministry updates received from India.
- Help improve the presentation and readability of donor-facing documents.
- Provide stories, profiles, photos, and program information to support sponsorship and fundraising campaigns.
- Track donor-care and sponsorship activity and provide regular updates on retention concerns, donor movement, and follow-up opportunities.

WHAT WE'RE LOOKING FOR

Required

- A committed follower of Jesus Christ who is aligned with the mission and values of India Gospel League and respectful of believers across Christian traditions and theological backgrounds.
- At least **two years of experience** in donor services, nonprofit development, customer service, communications, administration, or a related field.

- Excellent written communication and editing skills.
- Warm and professional communication by phone, email, and mail.
- Strong attention to detail, especially with names, donor records, sponsorship information, commitments, and recurring deadlines.
- Strong organizational and follow-through skills.
- Ability to manage many small commitments and recurring processes without losing track of details.
- Comfort working with databases, spreadsheets, Microsoft Office, and everyday digital tools.
- Sound judgment when handling confidential donor information.
- Ability to work collaboratively across multiple teams while maintaining clear ownership of responsibilities.

Helpful Experience

- Nonprofit fundraising, donor relations, donor services, stewardship, or sponsorship programs.
- CRM or donor management systems.
- Donor segmentation, retention, reactivation, or stewardship.
- ClickUp or similar project management software.
- Editing or proofreading, particularly with international or cross-cultural content.
- Associate or bachelor's degree in Communications, Business, Nonprofit Management, Marketing, or a related field, or equivalent professional experience.

THE PERSON WE'RE LOOKING FOR

You are **organized, warm, dependable, and attentive to people**. You notice the donor who still needs a thank-you, the sponsorship update that is due, the record that needs correcting, and the follow-up that has not yet happened, and you take satisfaction in making sure those details are handled well.

You communicate clearly and personally. You can take a ministry report and help turn it into something a donor can understand and appreciate without losing the authenticity of the story.

You also understand that donor relations is more than processing records. Every thank-you, update, sponsorship renewal, and personal interaction is an opportunity to help someone feel valued and more deeply connected to IGL's mission.

If you enjoy combining relationship-building with strong organization and follow-through, this could be a very good fit.

COMPENSATION & LOCATION

Salary	\$44,000 – \$47,000, depending on experience and qualifications.
Schedule	Full-time, exempt.

Location

On-site at the India Gospel League North America office in Hudson, Ohio.

- Occasional evening or weekend hours may be needed for donor events, campaigns, or ministry leadership visits.
- Occasional local or domestic travel may be required.

HOW TO APPLY

To apply, please send your resume and cover letter to George.Valverde@iglworld.org.

In your cover letter, please include a brief response to the following two questions:

1. Please tell us about any ministry experience you have, including volunteer service, missions or field experience, church involvement, or professional ministry experience.
2. Please tell us a little about your spiritual journey and your relationship with Jesus Christ.

Please note: Your application will not be considered complete without a resume and cover letter.