



## JOB DESCRIPTION

Position: Child Sponsorship Coordinator

### **SCOPE**

The Child Sponsorship Coordinator (CSC) provides program leadership and support services to fulfill the purposes of the Child Sponsorship Program (Love One More) established by India Gospel League, India. The CSC is accountable for data management of pledge records, communications with donors and the IGL, India offices, support of marketing division as well as a variety of reporting and project management activities within the office. This position reports to the Office Manager and President.

### **KEY RESPONSIBILITIES**

Data management:

- Maintain accurate child sponsorship pledge records and related information in IGL's web based donor management database. Prepare Monthly Pledge Summary for OM.
- Upload data regarding new children available for sponsorship into database.
- Monitor and update records for discontinued sponsorships and/or child reassignments.
- Process, prepare and send requested reminder notices for upcoming donations and delinquent status.
- Communicate any additions, changes, deletions to sponsorships to the Indian office through weekly control form.
- Prepare, upload and manage child sponsorship profiles to IGL's website.

Communication with donors/sponsors

- Prepare and send child profiles to new and reassigned sponsors.
- Send and track all correspondence from sponsors to Indian office for distribution to children.
- Process and distribute correspondence from Indian office and children to sponsors including welcome letters, thank you notes, general correspondence and holiday greeting cards.
- Contribute to the organization and preparation associated with special events and conferences including maintaining logs of information/profiles sent, mailing promotional materials and helping coordinate Child Sponsorship Launches
- Maintain contact with churches and individuals for speaking engagements and child sponsorship promotion.

Promotions and Marketing

- Provide adequate material for and work with the marketing division for campaigns and promotions in line with the Love One More ministry.
- Work with the marketing division in the creation of digital marketing materials and social media posts.
- Provide adequate material with the latest information from the Love One More ministry for print newsletters, emails, and other marketing as determined by the marketing division.
- Take initiative for appropriate programs for promoting the Love One More ministry.



## **QUALIFICATIONS**

- Professing believer in Jesus Christ as Lord and Savior
- Excellent written and verbal communication skills
- Must be detail-oriented, accurate and equipped with strong analytical skills
- Experience of 1-5 years in a small, multi-tasking office environment
- Experience with Microsoft Office applications