



Pension Fund
of the Christian Church
strong. smart. secure.

Position Opening Development Officer

The Pension Fund of the Christian Church (Disciples of Christ) serves the financial needs of more than 12,800 ministers and lay employees of the Church through the Pension Plan, Tax Deferred Retirement Accounts, Churchwide Health Care, Dental Insurance, Accident Insurance and retirement planning. It is one of ten General Ministries of the Christian Church (Disciples of Christ). It is seeking qualified applicants for the position of Development Officer.

Essential Duties and Responsibilities:

- Assist in administering annual gift programs (Ministerial Relief, Health Care Gift Funds, Student Gifts and 13th Check).
- Help in coordinating the Pension Fund donor relations program.
- Identify and cultivate prospective donors and investors.
- Express appreciation, in person when possible, for past support provided by donors and investors, thus building relationships for further support.
- Maintain confidential donor files.
- Maintain records of important dates (birthdays, special holidays, ordinations, etc.) and recognizing these dates, as appropriate.

Qualifications:

- Bachelor's Degree in related field of study.
- Three to five years experience (direct solicitation of gifts from individuals) in successful fundraising.
- Active member of the Christian Church (Disciples of Christ).
- Ability to work independently, but collaboratively in a team environment.
- Strong organizational and interpersonal skills.
- Excellent communication (both oral and written), presentation and relational skills.
- Bilingual preferred, but not required.

For more information or to apply, please contact or send resume to:

Dawn M. Fleming, PHR
Director of Human Resources and Staff Development
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Indianapolis, Indiana 46204
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Resumes received through 8-31-11

(317) 713-2721

The Pension Fund does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, genetic information or any other characteristic protected by law.