



## JOB OPENING

Asociación para la Educación Teológica Hispana (AETH)

### Job Title: Growth & Fundraising Manager

**Type:** Contract | Full-time

**Location:** Remote position within United States and/or Puerto Rico

**Program:** Capacity Building

**Reports to:** Executive Director

#### **About AETH:**

The Association for Hispanic Theological Education (AETH) is a non-denominational Christian faith-based network of people and institutions working since 1992 in the United States, Canada, Puerto Rico, and more recently in Latin America and the Caribbean dedicated to promoting and improving theological education and its impact on the lives of individuals, churches, and communities.

#### **Position Overview:**

As a Growth & Fundraising Manager (GFM), you will be responsible for the planning, execution, and completion of daily tasks and program related responsibilities. As a GFM you should be making positive influences throughout communities by connecting with grantors, donors and stakeholders. This role requires strong project management skills, excellent communication, and the ability to collaborate with diverse teams and audiences. The GFM should be passionate about making a difference and enjoys engaging with people. Will be responsible for building relationships with potential fundraising hosts and communicating the mission and goals of our campaigns effectively. The GFM will engage with organizations obtain their goal or focus for starting and provide support for the funds' campaigns.

#### **Key Responsibilities:**

- Develop and implement growth strategies to expand the organization's revenue streams.
- Analyze market trends and theological ecosystem activities to identify opportunities for growth and differentiation.
- Collaborate with program managers, bookstore, and administrative teams to develop integrated growth plans that align with overall organizational objectives.
- Lead the execution of growth initiatives, including but not limited to partnership development and new fundraising program launches.
- Establish key performance indicators (KPIs) to measure the effectiveness of growth initiatives and track progress over time.
- Coordinate fundraising events and activities, including donor cultivation events, fundraising galas, and community outreach programs.
- Manage donor databases and ensure accurate and up-to-date records of donor interactions, contributions, and stewardship activities.
- Provide stewardship to donors, including acknowledgment of gifts, regular communication updates, and recognition of donor support.

AETH is 501 (c) (3) Organization  
P.O. Box 677848, Orlando FL 32867  
[www.aeth.org](http://www.aeth.org)



- Develop and execute comprehensive fundraising strategies to achieve annual fundraising goals and long-term financial sustainability.
- Cultivate relationships with individual donors, corporate sponsors, foundations, and other potential funding sources to secure financial support.
- Identify and research prospective donors and funding opportunities aligned with the organization's mission and programs.
- Provide regular reporting and analysis of growth performance to executive director, highlighting successes, challenges, and opportunities for improvement.
- Stay informed about fundraising best practices and emerging trends in growth marketing and development and incorporate relevant insights into strategies and tactics.

### **Tasks**

- Keep the growth work plan updated
- Monitor the execution of the growth plan
- Report the resolution of the problems that may arise related to the implementation of the plan to keep the plan on course
- Maintain fluid and timely communication with the people, committees and organizations that contribute to the realization of the project
- Create project related documentation
- Monitor the progress of the registrations for events/meetings
- Monitor the status of income and expenses of the program budget
- Coordinate activities week by week
- Coordinate the evaluation of the events and the project, and obtain learnings
- Execute the preparation and submission of the yearly grant reports

### **Required Qualifications:**

- The applicant must be willing to work in a Christian environment that promotes theological education.
- Must hold a degree in management, administration, or equivalent and have work experience in a similar role.
- Previous experience of 2 years in seed-stage start-up fundraising, strong deal-making, and/or sales is preferred for this role.
- Highly proficient in proposal development, pitching and presenting, and the development funding landscape.
- Proven ability to develop and present stakeholder materials (both in written and oral form through diverse media), build new relationships and account manage existing relationships.
- This person must show proven ability to organize and complete multiple tasks and demonstrate proven ability and willingness to be an active team member of a team-based work environment.
- Excellent administrative skills are required.
- Applicant should possess an effective presentation, verbal and written skills in English and Spanish.



- He or she must have knowledge and experience working with MS Office and Google applications.
- Familiarity with office gadgets and willingness to learn other applications.
- Must be discrete and maintain confidentiality.

**Contract Details:**

- Contract Duration: Contract, 1 year (with the possibility of extension to 4 more years)
- Compensation: Competitive hourly rate
- Weekly hours: 40 hours a week
- Work Schedule: Flexible remote work, within the operational needs of the Program

**How to Apply:**

Interested candidates are invited to submit a resume and cover letter to [administration@aeth.org](mailto:administration@aeth.org). Please include "Growth & Fundraising Manager" in the subject line.

**Application deadline:**

Friday, March 15<sup>th</sup>, 2024

**Equal Opportunity Employer:**

AETH is an equal opportunity employer. We welcome and encourage applications from individuals of all backgrounds with formal residency in the United States and Puerto Rico.