



ELCA Campus Ministry for the Brazos Valley
DBA Treehouse Ministries
P.O. Box 12025
College Station, TX 77842
979-429-3425

Administrative Fundraiser

Who We Are: Treehouse, the Evangelical Lutheran Church in America Campus Ministry at Texas A&M and Blinn College, is a growing and vibrant ministry serving students and young adults in the College Station, Bryan, and Brenham area. We are seeking a part-time Administrative Fundraiser to serve students and assist the Campus Pastor in the following areas: fundraising, donor relations, grant writing, database management, social media/website management, and administration.

Why Choose Us? We are a small-staffed ministry with endless possibilities for growth. While this is currently listed as a part-time opportunity, there is room for this position to grow and change to best fit the needs of the ministry and the hire. There is opportunity for some remote work, but the hire should be willing and able to be present in the office at least once per week and other times as needed. Some evening and weekend work may be required, specifically during the time of our annual Gala fundraiser.

Responsibilities:

Fundraising & Campaigning

- Develops and executes fundraising strategies for the ministry's \$230,000 budget.
- Oversees monthly giving cohort and all fundraising campaigns and communications. This includes (but is not limited to): End-of-Year Appeal, Graduating Student Appeal, and Capital Campaigns.
- Develops comprehensive and long-range gift planning by coordinating with outside resources such as the Lutheran Foundation of the Southwest for legacy gifts that would increase the organization's endowment.
- Speaks in the Bryan/College Station and Brenham communities to share the organization's programs, core values, and goals.
- Works with the Campus Pastor to write, prepare and manage grant funding.

Donor Relations

- Cultivates relationships with both current and new donors by proactively engaging with donors to encourage higher levels of support, involvement and giving.
- Identifies and meets with prospective donors with the goal of increasing majors gifts and overall giving trends.

- Provides resources to donors as needed by networking with other financial professionals.
- Maintains the donor database with meticulous detail, ensuring all givers are promptly thanked for their contributions.
- In conjunction with the Campus Pastor, collects student stories of their Treehouse experience to share in donor correspondences.

Event Planning/Coordination

- Spearheads efforts in annual fundraising gala, working with the Treehouse Board to acquire sponsorships, coordinate the silent and live auctions, organizes ticket sales and personal invitations, executes third-party contracts for catering, venue, etc. and designs event programming.

Administrative Tasks

- Works closely with the Treehouse Board Treasurer to organize all bank deposits and accounts.
- Picks up, opens and organizes mail from P.O. Box.
- Oversees social media pages (Facebook and Instagram) to ensure engagement on social platforms.
- Creates and distributes announcements and/or newsletters.
- Oversees maintenance of the Treehouse website (hosted by Wordpress).

Other Duties as Assigned

Required Education and Training:

- Bachelor's Degree
- At least one year of experience in Fundraising
- At least one year of experience in Event Planning

Preferred Education and Training:

- Certified Fund Raising Executive

Qualifications

- Interest in helping shape faith in students and young adults through support of the ministry.
- Ability to learn DonorSnap (our donor database), Mailchimp (our communication software) and WordPress (our website platform).
- Ability to pass a criminal background check.
- Familiarity with Treehouse or another Campus Ministry Program.
- Agrees with Treehouse's Statement of Welcome and Core Values
- Two-year commitment (minimum) to the position

Compensation:

- \$15-20 per hour (*depending on education, experience, and qualifications*)

For more information, please visit our website (www.treehouseministries.com), and review our Core Values and Statement of Welcome as listed on the next page.

All applicants should submit a resume and cover letter to Pastor Jerry Wirtley (pastor@treehouseministries.com) outlining your interest in the position, ideas about how you might deepen or expand the ministry, and any relevant experience.

Treehouse Mission, Core Values, and Statement of Welcome Adopted 2011

Mission: Loving people. Loving God.

Core Values:

PEOPLE

We celebrate the sacred worth of all people.

HOSPITALITY

We express God's radical love through genuine welcome.

OUTWARDLY FOCUSED

We seek to be focused on the needs of our neighbors.

SACRAMENTAL

We are sustained by the presence of Christ made known to us in our everyday lives.

OPEN

With open eyes, hearts, and minds, we embrace disagreement, doubt, and difference.

THEOLOGY & STUDY

We honor study and thinking as a means to deeper faith.

SERVICE & JUSTICE

We offer our compassion and presence to the world, using our voices to advocate for those in need.

JOY

We celebrate laughter, refreshment, and friendship as good gifts of God.

INTENTIONALITY

In all things, we seek to be intentional about our lives as followers of Jesus.

Statement of Welcome: At Treehouse, we celebrate that each person is of sacred worth. We embrace all people, affirming the gifts of race, ethnicity, disability, sexual orientation, gender identity and expression, and faith. No matter where you are on your journey, you are welcome here.