



Job Posting

Development Team Associate

TIME COMMITMENT: Full Time, 37.5 hours weekly

DURATION: Permanent

LOCATION: Office located in Grimsby, Ontario; Hybrid Office/Remote

Overview of the Organization:

For over 50 years, Bible League Canada has been committed to doing missions differently. How? By strategically building extraordinary international partnerships with national ministries in over 40 countries, equipping local believers through Bible-centric discipleship programs to become champions for the Gospel, committed to reaching their own communities with the Living Word of God.

Bible League Canada diligently tracks each copy of God's Word placed, connecting Canadian donor champions with global champions to see maximum impact and multiplying transformation.

Responsibilities:

The Development Team is made up of individuals and groups in roles that are distinct from each other however it is critical that they stay connected and aware of the bigger picture.

Reporting to the Director of Development, the Development Team Associate is responsible to proactively ensure exceptional communication within the Development Team as well as communication in connection with other BLC teams and external stakeholders. In addition, the Development Team Associate coordinates all international trips involving Development Team members and/or donors; supports travel planning for the Director of Development and Joint Ministry Representative; and coordinates logistics for Development Team events.

The incumbent should be highly organized and efficient and needs to have the ability to build and strengthen relationships within a wide variety of personalities and perspectives while upholding the foundational principles and vision of Bible League Canada.

Specific Responsibilities of the role include, but are not limited to:

Development Team Communication

- Develop, distribute, and maintain Development Team Meeting agendas, invitations, and minutes.
- Facilitate communication and meeting/coaching schedules with contracted service providers.

Joint Ministry Communication

Office Box 368 | Grimsby, ON | L3M 4H8

Web BibleLeague.ca E-mail ministry@bibleleague.ca Tel 905.319.9500 Toll-free 800.363.9673 Fax 905.319.0484

- Support the Joint Ministry Representative in internal BLC communication structure and documentation as well as that which happens between the Joint Ministry Representative and Mission Thrift Stores/ BFM stakeholders.
- Support event logistics for the Joint Ministry Representative.

Travel Planning

- Coordinate International trips for Development Team members and donors.
- Support travel and logistics planning for the Joint Ministry Representative, Director of Development, and Development Team Meetings.

Development Team Member

- Engage as a full-time Development Team and Bible League Canada staff member by attending all-staff meetings, retreats, training, and strategic planning.
- Support and logistics for Development team events (virtual and/or live)
- Support and/or back up Donor Relations Associates as needed.

Education and professional accreditation:

- Education should include a Post-Secondary Certificate or Degree.

Experience:

- Experience working in non-profit and/or ministry setting is an asset.
- Experience and proven abilities in a professional office setting.
- Experience in travel planning including international travel would be an asset.

Technical Skills:

- Excellent verbal and written communication skills
- Exceptional attention to detail, with the ability to see the “big picture.”
- Sound project management, organizational and time management skills
- Strong Microsoft Office skills (Word, Outlook, Excel, PowerPoint)
- Familiarity with Asana and Salesforce an asset

Interpersonal Skills and Personal Attributes:

- Knowledge of and a passion for Bible League Canada and its work
- Excellent interpersonal and communication skills.
- Creative problem solver
- Highly organized with the ability to anticipate needs.
- Able to multi-task, prioritize and work well in a busy environment.

- Able to handle confidential information.

Required Commitment:

- Follower of Jesus Christ who wholeheartedly subscribes to Bible League Canada's faith and lifestyle policy documents.
- Knowledge of and a passion for Bible League Canada and its work
- In fulfilling your responsibilities, you will be required to pray for and minister to colleagues and/or people who contact Bible League Canada either in person, or by phone.

Here's why we think you will love joining Bible League Canada:

Our ministry: All peoples. Everywhere. Transformed by the living Word of God.

Our culture: Certified as a Best Christian Workplace-Flourishing category by the Best Christian Workplace

Our team: Supportive, encouraging and positive environment

Our commitment: Team building, professional development, personal growth.

Our plan: Competitive compensation, RRSP matching, outstanding benefits package, flexible work arrangements

For further information about Bible League Canada, please visit our website at www.bibleleague.ca.

Please submit your cover letter and resume or inquiries to Lori-Anne Cunningham, Strategic Search Partners at strategicsearchpartners@outlook.com.

Bible League Canada would like to thank those who have applied; however, only short-listed candidates will be contacted.

Accommodations in the selection process are available, upon request, for applicants with a disability, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).