

320 Moo 2, Ban Pothong-Jaroen, Chiangmai-Chiangrai Rd, Tumbon Cherngdoi, Amphur Doisaket, Chiangmai 50220 Tel: 053-291164-5 Fax 053-291190

Title: Development Program Officer

Department: Development Program

Report to: Chief Development Program Officer

Qualification:

A good example of Christian life. Have a positive attitude and consistent with the values of the organization. First is being innovative. Second is excellence and third is integrity.

Job Objective:

To assist in establishing faithful partners-donors for Operation Blessing Foundation (Thai) who are willing to give financial support and/use their resources and services to extend and develop our projects and activities in Thailand. And in doing so, provide our partners-donors with various ministry opportunities as active participants in fulfilling the Great Commission.

Duties and Responsibilities:

- Give and /or create helpful, effective ways/activities to raise partners-donors and sufficient funds to extend our ministries (i.e. Direct Mail, Special Sale, Donation Box, Special Event).
- Keep a database of existing partners-donors and prospective ones, and makes sure that it is regularly updated.
- Call partners-donors to remind them of their promises to give to our work, and visit them for donation or regular (monthly) contributions. And visit prospective partners-donors in their homes or offices/companies when invited to present our ministry works. **(Specially focused in Bangkok area)**
- Look for other referrals and prospective partners through friends, magazines, business mailing lists and other sources-all year round.
- Coordinate with the Accounting Department on donations/gifts given by partners-donors for record purposes and proper reporting.
- Ensure that each partner-donor receives a “Thank You” letter and an official receipt from our office.
- Assist in sending regular Newsletters and other correspondences to inform them on our most recent activities and projects.

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- Invite our partners-donors to take part or volunteer in our humanitarian activities (such as Medical Mission, Holiday of Hope, etc.) or visit our office and meet our staff.

Required Knowledge, Skills and Abilities:

- Male, with pleasing personality
- Preferably between 25 to 35 years old
- Must be a committed Christian
- Preferably a Business Administration or Marketing-Management graduate
- With good work experience for at least 2-3 years
- Speak and write English / Thai business letters very well
- Has good communication and people skills and computer literate

Reporting Relationship:

Reports to Chief Development Program officer