



Turning Point Ministries Job Description- San Diego Headquarters

Ministry Community Representative

Turning Point for God is the radio and television ministry of Dr. David Jeremiah, senior pastor of Shadow Mountain Community Church. It is an international ministry with a vision to reach every language group in the world with the Gospel and the teachings of God's Word. From a modest beginning over thirty-seven years ago, Turning Point is now accessible by 2.5 billion people worldwide every day through radio, television, and the Internet.

The following reflects management's definition of essential functions for this position, although this list is not all-inclusive to what tasks may be assigned. Turning Point reserves the right to modify job duties or job descriptions at any time.

Position Summary:

The Ministry Community Representative will represent the ministry to a specific group of partners. He/She will effectively become the point of contact to the assigned group of donors and will assess their passion for God's Word and their heart for Turning Point and report to the Assistant Director of Development.

Essential Functions:

- Build trusting and lasting relationships with our ministry partners by regularly contacting them by phone, mail, or email
- To challenge ministry partners to greater levels of financial involvement
- Minister to, pray with, and encourage assigned group in their walk with the Lord
- Provide 90-minute professional tours around the facility to visiting ministry partners
- To fulfill all administrative duties such as logging daily contact activity in the database, managing the assigned caseload and reports using basic computer skills and Microsoft Office Suite (proficiency in Excel is required), attend departmental meetings and communicate status updates in a professional environment

Qualifications:

- Experience in Customer Service or Sales, and working one-on-one with people (good people skills)
- Must be an organized, self-starter and capable of working independently
- Ability to talk with a smile and demonstrate a servant's attitude
- Ability to foster a willing spirit and positive attitude through encouragement and prayer
- Write clear and concise letters and reports
- Must be able to type at a minimum rate of 50 wpm
- Some college training or one to three years of experience in an outbound call center (preferably for a Christian ministry) is a plus
- Must be computer savvy and have a good command of Microsoft Excel and Outlook

Other:

- Position is 28 hours per week, Monday through Friday
- Position is at Turning Point International Headquarters in Lakeside, CA
- Must be a spiritually mature Christian who maintains a vibrant walk with the Lord, fellowships faithfully in a Bible-teaching church and is above reproach in representing our Lord, Pastor Jeremiah, and Turning Point

Please email your resume, cover letter and Christian testimony to jobs@davidjeremiah.org