

Sponsorship Director

Part-time, volunteer, primarily remote position

Eli House Mission is looking for a new sponsorship director! We seek a believer in Christ who is passionate about our ministry/helping children, willing to go to Mexico minimum once a year, and ready to carry out the duties of this position with excellence.

What does this position look like?

- Contacting new sponsors to collect additional information and welcome them
- Add new sponsors and their information into various softwares and databases
- Communicate frequently with sponsors about changes regarding their sponsorships (ex: sponsored student stops coming), students' birthdays, gifts and letters sent by sponsors, etc.
- Contact sponsors regarding declines for their credit/debit cards, payments due for annual and semi-annual paying sponsors, and other payment items
- Communicate with sponsorship assistant regarding gifts/letters sent and questions sponsors have about their students and the program
- Process payments via PaymenTech and frequently review to see any if cards decline
- Prepare progress reports for Board of Directors' meetings

What are the requirements for this position?

- Detail-oriented
- Good at clearly communicating through writing (including proper grammar/spelling)
 - Spanish is NOT a requirement for this position
- Basic spreadsheet/excel skills
- Able to visit Mexico at least once a year
- Able to complete tasks in a timely manner with excellence

Estimated amount of time per week spent on this position is 10-20 hours. This changes based on the time of year and if numerous new sponsors sign up at the same time (like after a church event or mission trip). Basic Spanish knowledge and ability to use WhatsApp are not required, but encouraged. A willingness to work with a team, but understanding that most of the time the work you do will be remotely done as an individual is necessary. An email address and a cell phone will be provided for you to use; however, a computer will not be provided and is essential.

The Sponsorship Director is an integral part to our ministry and ensures the smooth management of our sponsorship program. Communicating with sponsors quickly and clearly is of utmost importance, as they are the supporters of our program and one of the main reasons why Eli House is able to impact so many lives.

If you prayerfully believe you are qualified and would be passionate about this position, we encourage you to contact us at info@ehmission.org. We look forward to hearing from you and working with you!