



Redeemer City to City (CTC) is a non-profit organization that prayerfully recruits, trains, coaches, and resources leaders who cultivate gospel movements in global cities primarily through church planting. CTC is based in New York City and works with affiliate and Hub City leaders throughout the world." All of this is done to help bring the gospel of Jesus Christ to cities. CTC New York City aims to support and catalyze church planters and leaders with the tools and resources they need to develop healthy churches through various training programs.

Redeemer City to City is a global organization that serves a diverse community. Men, women, and members of all ethnic groups are encouraged to apply.

JOB DESCRIPTION

Job Title: Assistant Director of Advancement, NYC

Reports to: VP NYC

Completion Date: March 26, 2025

Salary Range: \$60,000-\$75,000

Exempt/Non-Exempt: Salaried-Exempt

Full or Part-time: Part-Time

Team: CTCNYC

Location: NYC

Short Description:

Reporting to the Vice President of City to City NYC (CTCNYC), s/he will manage and coordinate donor and stakeholder engagement projects for the purpose of cultivating partners and raising funds. The position will serve a critical strategic role in project managing donor engagement experiences, messaging, and reporting while being integrated with the internal field-facing team of CTCNYC. The position also has a significant external-facing role in being able to interface and collaborate with donors, partners, and prospective supporters while also at times managing vendors and contractors.

Principal Duties and Responsibilities	
<p>Donor Events and Experiences</p> <ul style="list-style-type: none"> ● Create new approaches to engaging donors even further in discipleship and deeper in community ● Research leads on new prospective donors and operationalize a customized approach to cultivation ● Produce events and experiences rich in theological vision and storytelling that go beyond the expected donor events ● Proactively equip key internal leadership with necessary strategies, timelines, and relationships ● Manage all vendors, venues, and contractors to stay within stated budgets 	
<p>Communications and Messaging</p> <ul style="list-style-type: none"> ● Oversee and collaborate on all communications assets and strategy, including brand, website, giving statements, end-of-year messaging, the Annual Report, and reporting to foundations ● Develop new compelling and relevant narratives and messaging to activate donors for CTCNYC, centered around vision and strategy ● Manage multiple contractors to produce excellent communications assets that are external-facing while staying on track with budget constraints ● Manage clear financial tracking and own all CRM data collection to make sure donor gifts and information are accurate ● Collaborate with CTCNYC's field team to make sure messaging on the church planting work in NYC is consistent and coherent 	

NYC Team

- Participate in weekly team prayer meetings
- Participate in monthly NYC team meetings
- Participate in other team activities as arise

REPORTING RELATIONSHIPS: Job Titles of Direct Reports

None

COMPETENCIES REQUIRED

Interpersonal savvy	Confidentiality	Instills trust
Manages ambiguity	Self-starter	Effective communicator
Action oriented	Network builder	Courage
Collaborative	Resourcefulness	Nimble learning
Situation adaptability	Balances stakeholders	Self-awareness

MINIMUM QUALIFICATIONS:

Education/Experience:

- 5+ years of executing programs or project management experience in New York
- 5+ years of managing donors or a diverse group of stakeholders
- 5+ years managing messaging communications projects
- Has been involved in multiple donor experiences from ideation to completion
- Has an understanding of donor cultivation both in experience and messaging
- Has managed or been involved in projects with many stakeholders and complexity
- Has managed others including contractors and vendors

Drivers:

- Maintains confidentiality to protect donor and stakeholder privacy, financial gifts, and commitments
- Raises the bar of excellence on deliverables while seeking new models to demonstrate intentionality and caring for donors and stakeholders
- Self-starter who takes the initiative to cultivate a highly collaborative and innovation-centered work environment
- Remains focused in the face of pressure while juggling priorities and delivering against multiple timelines
- Able to execute multiple detail-oriented projects and programs that have multiple logistical needs while keeping the focus on mission and donor care
- Has a mature understanding of the work/life dynamics and struggles in ministries and faith-based causes

Technical/Software Knowledge:

- Proficiency with G Suite apps, Microsoft Office, and Mac-based applications (required)
- Proficiency with Salesforce, Asana, Slack (preferred)

Mission Alignment/Policies:

- Affirms the RCTC Theological Core and Ethics Statement
- Committed to a local Christian church in NYC
- Highly motivated by the mission of church planting and gospel renewal in NYC
- A deep commitment and proven dedication to professional growth, emotional maturity, clear communication through conflict, and professional excellence
- Adherence to RCTC Employee Policies
- Compliance with RCTC Policies regarding Intellectual Property



Physical Requirements List Here:	See, hear, type, speak, travel with reasonable accommodations
Valid Driver's License Required?	No
Travel:	Any required? Yes

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To apply, please send a cover letter and resume to Trisha Burgess, Senior Director, Human Resources, at trish.burgess@redeemercitytocity.com.