



Always Good News.

DONOR SERVICES REPRESENTATIVE

The Billy Graham Evangelistic Association is well known for the powerful evangelism and outreach ministry of our founder, Billy Graham. His mission is our mission: "Proclaiming the Gospel of the Lord Jesus Christ to all we can by every effective means available to us, and equipping others to do the same."

The Billy Graham Evangelistic Association of Canada (BGEAC) is seeking an individual with strong customer service skills to fill the role of Donor Services Representative in our Calgary, AB office for a 1-year maternity leave. This representative will provide excellent service and support to the organization's donors by receiving incoming calls for the purpose of providing information on the organization's programs, accept donations and provide prayer. This front line role is also responsible for key daily activities related to donation processing as assigned by the Donor Services Manager, including data entry, recurring donations, processing mail and daily reconciliation. As an integral member of the Donor Ministry department, this role will help BGEAC carry out its mission and objectives through participation in daily prayer ministry. The successful candidate will fulfill a full-time contract position in the Calgary head office starting June 2017.

Qualifications:

- In agreement and compliance with the BGEAC Statement of Faith, Code of Personal Conduct and organizational policies
- Office administration or Data Entry Experience
- 2-3 years of experience in a customer service role, call center experience is an asset
- Above average keyboarding skills and experience in data entry
- Pleasant and patient demeanor with caller inquiries
- Detail oriented, consistent, accurate and efficient
- Strength and experience in balancing customer service and administration
- A general understanding of financial principles
- Well organized
- Excellent communication and interpersonal skills, both verbal and written
- Passionate about the ministry of Samaritan's Purse
- A team player
- Able to perform routine work in a fast paced environment

Contact Information:

To respond to this opportunity, please forward your resume together with a cover letter detailing your passion for Christian ministry employment to: employment@bgea.ca

Application Deadline: Open until a suitable candidate is selected

Note: Staff must be in agreement with the Billy Graham Evangelistic Association's [Statement of Faith](#) and be committed to Biblical values, precepts and conduct. We thank all applicants for their interest; however, only qualified candidates will be contacted for an interview.

No phone calls please.