



Oklahoma Baptist Homes for Children (OBHC) is a not-for-profit Christian children's home serving over 200 at-risk youth and families at our four campus locations. Additionally, eight Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

OBHC Mission Statement: OBHC exists to show and share the love of Christ to children and their families.

Statement of Faith: Oklahoma Baptist Homes for Children declares the Bible as the foundation for its faith and practice, and affirms as its confession of faith, the Baptist Faith and Message, as revised and adopted in 2000 by the Southern Baptist Convention.

Part Time Stewardship Specialist

Job Description Summary: The Stewardship Specialist will be responsible for the performance of his or her duties and will be appraised by implementation, consistency, quality and performance of his or her assigned duties toward empowering children and their families to follow Christ.

This position is part-time desired, but full-time is negotiable. As part time, the employee is expected to work no more than 29 hours per week and will receive hourly compensation based on those hours. Oklahoma Baptist Homes for Children offers a competitive pay for part time workers.

Location: Home Office, 3800 N. May Ave., Oklahoma City, OK 73112

Reports to: Associate Stewardship Director

Requirements:

1. Profess that Jesus Christ is Lord, and that Jesus is the only one true God, acknowledging that there is no salvation from sins apart from Jesus' death, burial and resurrection.
2. Believe the Bible is the inspired and inerrant Word of God.
3. Mature, Christian person that is actively involved in a Southern Baptist church or a similar evangelical church.
4. Believe and follow the 2000 Baptist Faith and Message as summarized in the OBHC Statement of Belief.

5. A firm commitment to the sanctity of human life and biblical sexual purity in all circumstances.
6. Concern for God's kingdom, love for those served and a calling to OBHC.

Educational Requirements:

1. High school diploma, or equivalent.
2. Database experience preferred.

We are a religious employer, and we reserve the right to discriminate based upon religion pursuant to Section 702 of Title VII Civil Rights Act 1964.

Job Responsibilities:

1. Support the Stewardship Team.

- A. Assist the Associate Stewardship Director(s) with his or her assigned tasks.
- B. Record prep and gift entry for income, including gifts-in-kind, and reports.
- C. Record prep and assigned tasks for events.
- D. Miscellaneous record management tasks for maintenance of database integrity.

2. Assist to Support Corporate Office Operation.

- A. File documents.
- B. Enter data in donor database.
- C. Prepare correspondence.
- D. Work on special projects.
- E. Ensure confidentiality of sensitive calls, documents or data.
- F. Other duties as assigned by Associate Stewardship Director(s).

3. Responsible for Reporting to Proper Authority with Christ-Like Submission.

- A. The Stewardship Specialist position is responsible to and under the supervision of the Associate Stewardship Director for the coordination of any assigned duties and responsibilities.

4. Demonstrates Christ-like Interpersonal Skills.

- A. Model Christ-like behavior in word and deed in relationships with staff, contract support, donors, Board members, volunteers, clients and residents.
- B. Responsible for exercising Christ-like confrontational skills (as they arise) while engaging in interpersonal relationships, beginning with a one-on-one conversation.
- C. Recognize and respond humbly to the differences in learning and communication styles, as well as cultural and philosophical perspectives of residents, families and staff.
- D. Demonstrate biblical conflict resolution skills with residents, families and staff, beginning with confession of personal responsibility in the conflict being addressed.
- E. Actively pursue opportunities for fellowship, friendship and community-building with other staff members, remembering that each staff person is a brother or sister in Christ.

- F. Recognize the emotional needs, family dynamics and personal difficulties of fellow staff members and respond with love and prayer.
- 5. Honor God's Provision by Keeping OBHC Property Clean and Well Maintained.**
- A. Demonstrate and teach stewardship and ownership on campus/in the office by keeping allotted office space, office equipment, grounds, facilities, buildings and other resources/areas clean and picked up.
 - B. Be proficient and use integrity in the use of computer and other office equipment.
- 6. Additional Responsibilities**
- A. Maintain appropriate and modest attire according to office dress code, specific circumstances and activities.
 - B. Maintain punctuality to office hours as scheduled by assigned supervisor.
 - C. Time off for personal needs or requests of any type of leave must be arranged in advance with the immediate supervisor.
 - D. Be available to represent OBHC in public meetings as per administrative request or by permission.
 - E. Be able to meet all the qualifications and expectations as outlined in *OBHC Policies* unless otherwise specified by the qualifications listed in this job description.
 - F. Complete appropriate tasks as assigned by supervisor.