



Job Title: Investor Relations Director

Department: Advancement & Advocacy

Reporting to: Chief Advancement Officer (CAO)

Vision: Every Deaf person can experience the gospel in sign language and participate in its advancement.

Mission: We support Great Commission initiatives to ensure that sign language Bible translations are accelerated, accessible, and absorbed by Deaf people everywhere.

Mission Focus: The mission framework is comprised of the following core focus areas:

- Advocacy
- Deaf Community Relations
- Bridge-Building and Brokering Services
- Deaf Bible Engagement Platform

Position Summary: In the work of Investor Relations, you will ensure that high-capacity donors feel inspired, informed, invited, and appreciated with regard to their financial contributions toward the mission of Deaf Bible Society (DBS).

This newly created role comes with the opportunity to establish a program and best practices for our unique advancement emphasis on major giving almost exclusively through Bible translation agency partnerships, individual donors, businesses, and foundations. In the context of DBS, investors are those who have the potential to give \$10,000 or more annually.

Position Responsibilities:

- **Investor Relationships:**
 - Bring a consultative approach to investor relationships, seeking to understand the investor's ministry goals, challenges, and needs, and identifying how they align to advance the mission of DBS.
 - Identify DBS database prospects for cultivation through intentional moves management.
 - Establish systems and relationships to meet goals for moves management and revenue as determined with the CAO and CEO.
 - Encourage current investors to introduce their personal and professional relationships and networks.
 - Ensure that resource partners and investors are appropriately acknowledged and recognized in a manner appropriate to their giving and their interests, including thank you letters and tax receipts.
 - Ensure a regular cadence of communication and reporting to keep investors and investors inspired and informed.

- Maintain investor contact management through DBS systems, including but not limited to Salesforce.
- **Advocacy and Bridge-Building:**
 - Represent DBS in the Development Working Group of the Every Tribe Every Nation (ETEN) collective impact alliance of Bible translation organizations.
 - Participate in meetings and task force groups as directed and maintain required level of knowledge pertaining to their strategic insights and operations.
 - Stay up-to-date on trends and issues in Deaf culture, sign language Bible translation, and other relevant topics.
 - Identify key learnings and insights from investors for integration into DBS communication and strategy.
- **Experiences and Events:**
 - Develop and execute signature gatherings and events to engage with current and prospective investors.
- **Other Duties:**
 - Manage expenses and invoices in a timely manner using Divvy and ApprovalMax.
 - Perform or assist with any assignments as required or directed.

Key Working Relationships:

- **CEO and CAO (hearing):** Both are prepared to engage with the expertise you bring to Investor Relations.
- **Advancement Coordinator (hearing):** This full-time role includes 20-25 hours weekly to support Investor Relations, Salesforce records, and gift acknowledgements.
- **Advocacy, Impact, and Product Teams (majority Deaf):** As needed, staff will bring their expertise and experience related to Deaf culture awareness, progress reporting, and impact storytelling.

Work Environment and Travel:

- This role operates remotely in connection with professional staff at our office in Arlington, TX, and with contracted partners working in other remote locations.
- American Sign Language (ASL) is the preferred language for in-person office communication and on Zoom when Deaf participants are present. Language access is available through sign language interpreters.
- English is the preferred language for communication on Slack and via email. English is also the primary language of contracted partners.
- This position requires up to 25–30% travel, primarily domestic.

Qualifications:

- Undergraduate degree such as communications, marketing, business is preferred; or equivalent work experience
- 7+ years sales and/or executive development experience; nonprofit or educational organization highly preferred; knowledge of the Bible translation movement is a plus
- Credentialed Christian Nonprofit Leader (CCNL) or Certified Fund Raising Executive (CFRE) certification is preferred but not required
- High integrity – truthfulness, meeting commitments, keeping confidences
- Excellent communication skills that include active listening and empathy
- Strong proficiency in building and cultivating a network of prospects with the capacity to provide influence and financial investment consistent with DBS goals

- Excellent communication skills in English; Knowledge of American Sign Language is a plus but not required
- Self-motivated ability to handle concurrent tasks, solve problems, and make appropriate judgments and decisions
- Proficiency with Mac computers, Microsoft Office, Google Suite (Mail, Docs, Drive, Calendar), and donor database systems; knowledge of Salesforce is a plus
- Quick ability and willingness to learn new software and systems

Physical Requirements:

- Able to work remotely with Internet and phone access
- Prolonged periods of sitting at a desk and working on a computer
- Ability to lift up to 15 pounds

FLSA Classification:

- Exempt
- Full time, 40 hours per week

Salary and Benefits:

- Salary range: \$80–100K, as determined by qualifications and experience
- Employee benefits including but not limited to: holiday and paid time off, medical, dental, and long- and short-term disability.

This role description describes the general nature of the work and is not a comprehensive list of all required duties, responsibilities and qualifications.

12/2023