



Position Type: Non-Exempt

Compensation: \$18.00/hour; eligible for benefits, including healthcare

Required Travel: Local

Deadline: Position is open until filled

Who We Are

Africa New Life's mission to transform lives and communities through the two hands of the gospel is not limited to lives and communities in Rwanda; it also pertains to our people (staff) and culture. At Africa New Life (U.S.), our people are highly valued and acknowledged as our most important resource. Our prayer for your time at Africa New Life is that you feel secure in your place on the team, meaningfully challenged in your role, and joyful about your work as we serve Rwanda together. We hope that when you leave Africa New Life, your leadership ability will be stronger, your heart will be larger, and you will be better equipped for your "next step," whatever it might be.

Position Summary

This position works in the U.S. office and is a welcoming point of contact for partners and guests. The Sponsorship Administrator is responsible for providing an initial level of support and care for sponsors and donors, including pledge management. As a member of the U.S. Sponsorship Team, they assist with recurring seasonal projects and new initiatives.

The Sponsorship Administrator will participate in the following areas of responsibility:

- Provides outstanding sponsor support through education and engagement while collaborating with U.S. and Rwandan staff.
- Manages sponsor accounts and pledges, including maintaining integrity of recurring automatic pledges.
- Assists with recurring seasonal projects.
- Answers incoming mainline and direct calls from partners.
- Manages multiple email accounts to support partners.
- Processes and sends all letters from sponsored students to their sponsors and supports volunteers in reviewing letters.
- Onboards new sponsors and educates sponsors in their role.
- Sets up new pledges from sponsorship events.
- Works occasional weekends to support Dream Sundays and other events.
- Works collaboratively in a team environment with a spirit of cooperation.

Required Qualifications

- Excellent interpersonal skills with a strong focus on customer service.
- Excellent verbal and written communication skills.
- High attention to detail and accuracy, especially regarding data entry.
- High comfortability with frequent interruptions.

- Strong organization, documentation and tracking skills.
- Self-initiation with the ability to handle multiple tasks simultaneously and efficiently.
- Data management.
- Proficiency in Microsoft Office Suite (especially Word, Excel, and Outlook).
- Must agree with Africa New Life's statement of faith, which can be found here: <https://www.africanewlife.org/about-us/#faith>.

Preferred Qualifications

- Bachelor's degree.
- Database management experience.

Application Process

Interested and qualified applicants should email a cover letter and resume to employment@africanewlife.org with the subject line "ANLM Job Application." Please let us know how you learned about this position. We will review applications and contact selected candidates to schedule an interview.

Africa New Life Ministries does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.