



EAC
EVANGELICAL ASSOCIATION
OF THE CARIBBEAN

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MEMBER: World Evangelical Alliance

VACANCY ANNOUNCEMENT

The Evangelical Association of the Caribbean (EAC) is inviting applications for the following position:

Director of Development

The candidate must be a mature member in good standing in an EAC affiliate church, who has served in an executive/administrative management level.

Qualification & Experience

- Bachelor Degree in Business, non-profit management or related field.
- 4+ years of business development or sales experience.
- Proficient with MS Office applications and Customer Relations Management (CRM) platforms.
- Proficient with sponsorship solicitation.
- Excellent and persuasive communicator.
- Exceptional written, oral, interpersonal and presentation skills.

Responsibilities

- Provide leadership to the Development Department.
- Plan and organize Fund Development activities.
- Manage Fund Development.
- Promote the EAC to donors and maximize public awareness of the fundraising activities of the organization

Application Process: Interested person are required to submit a letter of application and Curriculum Vitae with supporting documents, accompanied by the names and contact information of three (3) reputable referees.

Submit applications via email attachment at caribbeanevangelical@gmail.com marked “**Director of Development Vacancy**” addressed to The Secretary General, Evangelical Association of the Caribbean, P. O. Bo 4947, Tunapuna, Trinidad.

Unsuitable applicants will not be acknowledged.

Deadline date for ALL applications: **15 March 2022**