

Support the National Community Through Service at the Bahá'í National Center



■ Correspondence Writer

The Correspondence Writer serves in the Office of the Secretary, which **provides direct support to the Secretary of the National Spiritual Assembly**. Besides handling a high volume of correspondence, the Office of the Secretary **assists in the planning of events** sponsored by the National Spiritual Assembly, a task requiring close collaboration with other offices. Candidates must possess **excellent writing skills** and an **above-average command of the English language**—including familiarity with the **tone and language of the current Five Year Plan**. Other qualities desired include an orientation to detail, an ability to adapt to shifting priorities, and comfort working with computers. Applicants should be both team- and service-oriented, possess good interpersonal skills, and have prior **experience** working in a **busy office environment**. A bachelor's degree is required.

■ Planned Giving Coordinator

The Planned Giving Coordinator is a vital member of the Fund Development team at the Bahá'í National Center. The Coordinator **cultivates a spiritual understanding** of the importance of leaving a material legacy to the Faith, **through education and deepening of the Bahá'í community**. The Coordinator works with the Director of Fund Development to **develop the planned giving strategy** to contribute to achieving the yearly Fund goal. They then carry out the strategy by publicizing available options, and scheduling and facilitating **planned giving presentations**, increasing the awareness of matters pertaining to deferred **giving, estate planning and planned giving**. The Coordinator **creates and maintains relationships** with individuals, Local Spiritual Assemblies, and other institutions. The Coordinator needs to be **an inspiring educator**, informing believers on the spiritual obligation of preparing a will **and increasing their understanding and appreciation for the spiritual legacy and blessings** acquired through the fulfillment of this obligation. The position requires a Bahá'í in good standing with a **mature understanding of the Writings related to the Fund**, a minimum of a Bachelor's degree, and **two years' work experience in the planned giving field** or a related discipline. The Coordinator needs **excellent interpersonal, listening, and written and spoken communications** skills as well as experience in working both independently and as a collaborative team member. Must be willing to relocate to the Chicagoland area and travel frequently throughout the U.S.

These are paid, full-time positions with excellent benefits.

A full job description can be found at <https://www.bahai.us/community/service-opportunities/>.

If you have the desire and skills needed for these positions we would like to hear from you.

Please email a cover letter and resume to Jobs@usbnc.org