



Sponsorship Coordinator

AMG International, Chattanooga, TN

Established in 1942, AMG International's mission is driven by Jesus' example of compassionate ministry for the lost and His command to make disciples among every nation, tribe, and language. Our fundamental calling, in support of the local church, is to encourage, equip, and develop

Christ-centered national leaders to advance the Gospel and transform communities and nations through the power of the Gospel. We accomplish this by enabling nationals to utilize appropriate strategies for their specific contexts, including leadership development, pastor training, church planting, child and youth development, vocational training, medical care, evangelism through the media, and disaster relief when required.

Position Summary

Reporting to the Missions Department Manager, the Sponsorship Coordinator is responsible for the overall administration and operational effectiveness of AMG's Child and National Leader Sponsorship programs. This role ensures accurate data management, field compliance with sponsorship guidelines, and timely communication between donors, office staff, and field staff.

The Sponsorship Coordinator plays a key role in supporting both field operations and home office processes by maintaining up-to-date sponsorship records, managing system integrations across Salesforce, Site Stacker, and AMG's website, and ensuring the timely delivery of all communication materials. This position also serves as a primary point of contact for sponsorship-related inquiries, providing high-quality customer service to donors and internal stakeholders.

In addition to administrative oversight, the Sponsorship Coordinator collaborates with field sponsorship coordinators to maintain compliance with communication schedules, child and leader profile updates, and sponsorship policies. This role also supports special projects, departmental initiatives, and ensures that AMG's sponsorship philosophy is upheld across all channels and materials.

Key Responsibilities

- Ensure field sponsorship coordinators comply with AMG's sponsorship guidelines and maintain updated child and national leader profiles across platforms (Salesforce, Site Stacker, website).
- Communicate regularly with field staff, track submission schedules, and follow up on delinquent reports or updates.
- Maintain accurate donor and sponsorship records; ensure alignment across systems and generate monthly/quarterly reports.
- Provide prompt, professional support to sponsors, including assigning children, processing letters and updates, and addressing inquiries.
- Support departmental functions related to media outreach, medical missions, and disaster relief as needed.
- Uphold and communicate AMG's sponsorship model and philosophy across all internal and external communications.
- Help with the switchboard as needed.
- Participate in team devotionals and contribute to a Christ-centered workplace culture.

Position Qualifications

- Strong administrative and organizational skills with attention to detail
- Proficient in Microsoft Office Suite, CRM/database systems (preferably Salesforce), and data entry
- Strong written and verbal communication skills
- Ability to manage multiple projects and deadlines simultaneously
- High level of professionalism, discretion, and integrity
- Experience in customer service

AMG Organizational Qualifications

- Strong, personal commitment to Jesus Christ, to the Great Commission, and to biblical stewardship
- Faithfully upholds AMG in prayer
- Consistently participates in staff devotions
- Demonstrates behavior aligned with AMG's Mission Statement, Vision Statement, Value, and Statement of Faith