



## Job Description

**Position:** Development Administrative Assistant

**Division:** Development

**Supervisor:** Development Director

**Employment Status:** 20-22 hrs. Hourly – non-exempt

**Hours Per Week:** 4-5 hours per day

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**Description:** The Administrative Assistant for Development is responsible for providing administrative support for all areas of donor development.

**Requirements:** Must be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord. Must exhibit a strong commitment and dedication to the pro-life position and sexual purity. Must agree with and be willing to uphold the Statement of Faith and policies of the Center.

**Qualifications:** The ideal candidate must be highly detail oriented with strong administrative skills. Must be able to follow through and accurately complete tasks in a fast-paced environment with regular interruptions. Must be able to maintain confidentiality. Competent in Microsoft 365 Suite; training will be provided on donor database and center software. Display excellent verbal and writing skills and skills in basic graphic design (i.e. Canva).

### Responsibilities

- Manage all aspects of the donor database. Process donations and keep accurate records of donor activities. Prepare mass donor communication with accuracy and visual appeal. Reach out to donors whose online gift failed to process or who need assistance.
- Generate reports from the donor database for donor segmentation, acknowledgement and cultivation.
- Manage donor acknowledgements and make assignments to staff/board as appropriate, holding them accountable for completion and reporting. Prepare and mail individual donor gifts as needed.
- Manage donation receipting and assist with annual donor tax receipting.
- Coordinate mass mailouts including printing, assembly by volunteers and bulk mail.
- Assist with grant discovery, preparation and reporting. Maintain grant schedule and meet deadlines.
- Assist with donor advertising, social media and website content.
- Proofread written content to confirm accuracy and readability as requested. Generate new written content periodically.
- Submit department supply requests and expense reports according to procedure and in a timely manner.
- Assist with event administration including guest registration, event expenses and post-event reporting. Must be available to assist with major events scheduled outside of regular office hours.
- Assist with partner church communication as needed. Assist in promptly responding to development and outreach inquiries, such as prospective volunteers or church engagement opportunities.

- Assist in preparation and gathering supplies for church engagements.
- Keep development and outreach supply areas neat and fully stocked.

### **Public Relations**

- Refer all media inquiries to the CEO.
- Assist in the gathering of data for monthly reports to the Board of Directors, national affiliates (NIFLA, Care Net, etc.), and local churches and organizations that provide support.

### **Staff Relations**

- Collaborate with staff and board to provide excellent service and care for donors and partners.
- Assist and support the Development Director and Outreach Director as needed.
- Participate in the annual evaluation process, including the setting of goals and self-assessment.
- Encourage harmony and unity between the staff and volunteers; participate in staff meetings.
- Cover everything in prayer.