

# **Development Assistant Job Description**

**Objectives of the Position:** To assist the Director of Development in carrying out the responsibilities of developing the ministry of the Miami Valley Women's Center. Position includes assisting in the planning, coordinating, and preparation of major fundraising events and other Development responsibilities as needed.

**Report to:** Director of Development

**Hours:** 20 hours per week. Office based at Kettering MVWC

## **QUALIFICATIONS**

Applicant should:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit a strong commitment and dedication to the pro-life position.
3. Agree with and be willing to uphold the Statement of Principle, Statement of Faith, General MVWC Policies, and sign the Policy of Conduct.
4. Be able to respect and keep information confidential.
5. Complete the volunteer training and position orientation.
6. Exhibit skill in interpersonal communication, public speaking, and problem solving.
7. Preference given to experience in development, fundraising, or non-profit ministry.
8. Be able to provide spiritual leadership, discipleship, and support to the staff and volunteers.
9. Maintain a spirit of cooperation and servant hood.

## **EDUCATION**

Some post-secondary education; preference given to applicants with college degree or experience equivalent.

## **TRAINING**

1. Skilled in basic computer functions. Familiar with internet, as well as Microsoft Office programs (Word, Excel, PowerPoint, Publisher, etc.). Preference given to applicants with experience in Blackbaud's Raiser's Edge fundraising database (or willing to learn Raiser's Edge).
2. 55 wpm typing speed or greater preferred.
3. Some graphic design and marketing experience preferred.
4. Social Media (Facebook, twitter) experience (includes design, posting, and tweets).

## **MAJOR RESPONSIBILITIES**

1. Respond to and communicate regularly with the Director of Development regarding pending tasks, upcoming events, & Miami Valley Women's Center needs.
2. Attend monthly staff meetings and at least 1 Prayer & Worship time/weekly.
3. Assist Development Director in planning and coordinating all events (Gala, Walk 4 Life, donor events, Speakers' Bureau, etc.); includes contacting current and potential ministry partners (phone and/or mail) and assisting with set-up and clean-up.
4. Solicit for donated items when needed (e.g. Life Saver Dinner prizes).
5. Coordinate with Development Director to initiate and/or maintain communication with current and potential ministry partners: church liaisons, churches, donors, and corporations.

6. Assist in maintaining and updating computer and hard copy files accurately and efficiently.
7. Represent the Miami Valley Women's Center in the community as a Speakers' Bureau member.
8. Assist Director of Development with newsletter construction (e.g. graphic design content and construction).
9. In the absence of the Development Director, be able to reasonably carry out responsibilities with little or no supervision.
10. Maintain organization of supply room.
11. Manage Ministry Suitcases (inventory brochures, supplies, ordering when necessary) and coordinate distribution of suitcases for various events.
12. Baby Bottle Boomerang responsibilities: print labels, coordinate with volunteers to assemble, maintain supplies of baby bottles, and the distribution to donors.
13. Assist in the production of designing and printing various ministry information and brochures.
14. Assist in preparing and sending e-blasts and website updates as directed.
15. Coordinate with Development Director to strategically plan and post donor FaceBook posts.
16. Prepare Development Department billing invoices for bookkeeper (indicate appropriate account numbers, update computer and hard copy files, and update spreadsheets).
17. Order supplies for Development Department as needed (stamps, office supplies, printer ink, etc.).
18. Provide other administrative assistance as needed.

**The Development Assistant will receive at least one annual written and oral evaluation by the Director of Development.**