

HOPE MINISTRIES

Department: Development and Community Relations
Position Description: Development Associate
Employee's Name:

JOB SUMMARY

The Development Associate will provide administrative support to the Major Gifts & Planned Giving Director and the Director of Development, and will support the acquisition, cultivation and retention of major individual and corporate donors.

MAJOR AREAS OF RESPONSIBILITIES AND DUTIES

- Provide administrative and event planning support for major donor program.
- Provide administrative support to the Director of Development including coordination of donor and prospect information, communications, meetings, collateral materials, etc.
- Participate in the ongoing implementation of a comprehensive individual and corporate major donor program focused on acquisition, retention and increased gift revenue, under supervision of the Major Gifts & Planned Giving Director. Assist in identifying and measuring specific major gift goals and trends in major donor activity.
- Strengthen individual major donor and corporate donor relationships through regular, disciplined and strategic cultivation activities through writing personal thank you notes, thank you phone calls, and interacting with donors at events and other cultivation activities.
- Monitor and measure progress and provide timely reports as requested by the Major Gifts & Planned Giving Director and the Director of Development.
- Work in a spirit of cooperation and mutual assistance with all other staff members of Hope Ministries and its subsidiaries.
- Participate in the spiritual growth and Christian instruction of those whom Hope Ministries serves. This can include (but is not restricted to) personal mentoring, the sharing of Scripture and Biblical encouragement, and praying with program participants. This may be in a structured setting (i.e., a classroom or chapel), or unstructured, with individual clients as the need arises.
- Other duties as assigned by the Major Gifts & Planned Giving Director and the Director of Development.

QUALIFICATIONS

- Spiritual Qualifications: Must have a lifestyle that demonstrates moral and ethical adherence to the teachings of the Bible and an expressed desire to minister to those who are poor, needy and homeless. Must agree with Hope Ministries' Mission Statement, Core Values and Statement of Faith.
- Education: High school degree required – college degree preferred.
- General Experience: Minimum three years' experience in a fast-paced office environment preferred. Excellent administrative, communication and writing skills. Sales and marketing experience a plus.
- Specific Experience: Demonstrated proficiency with Microsoft Office and relational database applications – administrative and clerical expertise. Demonstrated excellence in communication, writing and project management. Ability to coordinate a program of varied activities. Ability to deal effectively with members of the public and a variety of constituencies. Practical experience in a Christian non-profit or para-church organization, and public speaking experience preferred.

Reports to: Major Gifts & Planned Giving Director

Salaried/Exempt _____ Hourly/Non-exempt X

Work Schedule: Full time – 40 hours per week

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____