



Development Assistant

Classification

Part-Time; 20 hours

Concordia, MO.

Lay Worker

Position Summary

To serve the Church by offering administrative support to the development team who focuses on donor relationship building and church relations. Remote work/telecommuting is not available for this position. This position reports to the Director for Development.

Scope and Impact

The Development Assistant plays an important role by providing administrative and general office assistance to the development team.

Principal Duties

- Assist the development team in coordinating visits with donors such as individuals, churches, church groups, etc. via email and phone calls
- Assist the development team in researching, meeting deadlines, and submitting grant proposals
- Gather and enter correspondence with supporters into the donor system for better tracking
- Assemble and mail items as needed to supporters such as thank you notes, materials for visits, proposals, and stewardship pieces
- Assist with travel plans for the development team such as booking flights and hotels
- Assist with event planning and preparations and occasionally attend those events
- Undertake various daily administrative tasks as requested by the Director for Development
- Perform other duties as assigned

Preparation and Knowledge

- Prefer intimate working knowledge of the Lutheran faith
- Ability to communicate clearly and concisely (interpersonal skills; written and oral)
- Ability to problem-solve, multi-task, and adhere to deadlines
- A high level of attention to detail
- College diploma or equivalent
- One to three years' general or development/fundraising office experience preferred
- Occasional domestic travel and evening and weekend hours will be required