Opportunity to Change the World (aka: Job Description)

Position Title: Administrative Assistant to Chief Development Officer

Accountable To: Chief Development Officer (CDO)

Status: Part-Time, Hourly (20 to 28 hours/week)

*Organizational Background + Culture*

Dream Centers (see dreamcenters.com) is a Christ-centered non-profit founded in 2011 to provide health and hope to people who are working to rebuild their dreams. The two programs of Dream Centers are the Women’s Clinic and Mary’s Home. Mary’s Home is a profound supportive housing program providing single mother families with the opportunity to heal and exit homelessness permanently. The Women’s Clinic gives free women’s health, behavioral health, and a suite of wrap-around services to women and teens ages 13-64 in the Pikes Peak Region so they can thrive again. Our Christ-centered culture is founded on our values for God’s love, relationships, intentionality, generosity, and courageous risk-taking for the common good.

*Your Mission, If You Love Our Values (see above), And Are Hired*

You play a critical role in helping a robust Development team while supporting the CDO to maintain processes, projects, and calendar, and follow-up with tasks and donors. The Development team stewards the ministry of fundraising, generates community visibility, and guides marketing efforts leading to financial support for Dream Centers, empowering thousands of donors and hundreds of volunteers to serve families and patients with innovative and first-rate programs.

*It’s Pure Joy To Take On These Responsibilities*

* Support the activities of the Chief Development Officer
* Perform administrative, logistic, and communication functions for fundraising, marketing and community relations activities
* Act as a first line of communication for donors, stakeholders, and community partners
* Identify opportunities for involvement in community activities and events, and for introducing new people to the agency
* Manage agency collateral, fundraising and marketing materials
* Write *Press Releases* and other relevant information for media
* Support Dream Centers’ special events
* Perform some data entry, updating, and monitoring for donor files; create reports as needed; maintain database skills through training and team meetings
* Manage financial accounting for CDO credit cards, mileage
* Assist the CDO in establishing and building relationships with donors by managing administrative duties related to calendaring, personal visits, personal tours, thank you visits, Salesforce documentation, and outcomes reporting
* Assist in tours including preparing donor communication, set-up, clean up, and follow-up
* Participate in team and other meetings as requested
* Establish and maintain effective channels of communications with co-workers, donors, foundations, affiliates, vendors, and all other ministry and business contacts
* Work with the CDO to develop the annual budget, manage daily expenses to meet budget requirements, assure ethical and accurate accounting systems, and perform impeccable financial management
* Work mainly with the Development team by performing any other duties when requested, and sometimes, work within the other teams of Dream Centers to perform other duties as needed

*Essential Qualifications*

* Bachelor’s degree
* Three years’ experience in relevant field, including regular use of ninja-like administrative skills
* Expertise in MS Office and social networking applications
* Expert communication (written, copy-edit, spoken, + some video) skills
* Demonstrated skill in leadership, teamwork, interpersonal relations (for example, exhibit high EQ), customer service, adaptability, change management, cross-cultural fluency, results orientation, and public relations
* Valid driver’s license, good driving record, ability to travel

*Essential Qualification That We Enjoy Discussing With You*

* Uphold Christian leadership principles and Kingdom ethics in both personal and professional life, including nurturing your personal relationship with Jesus Christ, practicing spiritual disciplines and self-care, caring for your own family members well, maintaining healthy relationships, and participating and giving in a local church

*Working Conditions*

* Regular work days are Monday-Friday on determined days/hours
* Work hours include some evenings and weekends
* Travel requirements include ability to occasionally travel
* Work onsite normally, with occasional home office hours
* Perform regular heavy lifting of boxes (marketing materials)

*This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job.  It is intended to be a reflection of the principal job elements essential for making compensation and employment decisions.*