

JOB DESCRIPTION FOR AFLC DEVELOPMENT DEPARTMENT ADMINISTRATIVE ASSISTANT

SUPERVISION

This is a ¾ time (negotiable to full time), non-exempt position under the direct supervision of the VP of Development.

ROLES AND RESPONSIBILITIES

The Administrative Assistant will perform a variety of development, administrative and clerical tasks for the AFLC Development Department which include:

- Maintain all donor files within the partner database and tracking system, including adding and deleting donor records, updating donor records, recording giving transactions, generating donor queries, producing mailing data and labels, generating reports, and always maintaining confidentiality.
- Process donor acknowledgements in a timely manner, including thank you letters, memorial cards, etc.
- Generate various mailings and newsletters for our giving partners and for the broader AFLC.
- Communicate with our giving partners by letter, handwritten notes, responding to emails, answering phone calls, etc.
- Participate in fund raising efforts by building relationships with giving partners, specifically by communicating by phone and email with non-major donors.
- Assist VP and Dev. Officer in researching potential partners and developing partner profiles.
- Compile and create folders and materials for development prospect meetings.
- Write, proofread, edit and send correspondence.
- Make travel arrangements for the VP and Development Officer, including airfare, hotel, rental car, ensuring attention to schedule and cost.
- Perform other duties as assigned by the VP of Development.
- Participate in continuing education opportunities, including one week of dedicated education annually, and other lower-commitment opportunities as they come up.

QUALIFICATIONS

- Must profess faith in Jesus Christ as Lord and Savior and must be known for their Christian conduct and character.
- Share a Biblical understanding that is consistent with the AFLC.
- Must have experience in, and knowledge of, the AFLC and understand its unique structure, or a willingness to learn the history, structure, and culture of the AFLC.
- Must demonstrate quality interpersonal skills, be detail-oriented, and have a heart for servant leadership.
- Adept at Microsoft Office applications, and database management.
- Web Editing Experience: Basic HTML preferred; experience with Word Press templates and Cornerstone editing software in WordPress; management of online forms; MailChimp email campaigns.
- At least two years' experience in an administrative position.
- Associates degree or equivalent experience, bachelors preferred.
- Position may be onsite in Plymouth MN, hybrid, or remote (Onsite days will be expected)