



MINISTRY DESCRIPTION

Title: Partner Development Assistant
Department: Development
Reports to: VP - Partner Development

Schedule: Regular, Full-time
FLSA: Non-exempt

Ministry Function:

The Partner Development Assistant supports the ministry of Convoy of Hope by assisting the Major Gifts team with the management of donor data, prospect research, activity tracking and group communications. Additional duties include providing administrative and data support to our Mid-Range Donor team and leadership.

Essential Duties and Responsibilities:

1. Provide guidance and support for ongoing major donor data management.
2. Work with Major Donor relationship managers to ensure accurate and timely data collection of key data. (e.g. activity tracking, proposals, solicit codes, etc.)
3. Coordinate with Data Management Team to execute major donor mailings, post-event follow-up communications, pledge tracking and ongoing standardized reporting.
4. Conduct research on existing and prospective donors utilizing various data sources and determine appropriate level of cultivation.
5. Aid direct supervisor in monitoring team activity and progress towards goals.
6. Assist Mid-Range Team with data management, donor assignments, activity tracking, monthly communications and reporting.
7. Communicate with donors on behalf of relationship managers.
8. Prepare materials and proposals for donor appointments.
9. Maintain team calendars and schedules.
10. All other duties as assigned.

Required, Knowledge, Skills, and Abilities:

1. Associate's degree or higher preferred, High School diploma or equivalent required.
2. Prior experience using SalesForce is preferred.
3. 2+ years experience in an office setting required.
4. Proficient in the use of PC and software programs, including, but not limited to Gmail, Word, Excel and PowerPoint.
5. Strong organizational skills for handling several projects at one time. Must be detail-oriented with the ability to follow through without direct supervision.
6. Excellent interpersonal communication skills for dealing with staff, contractors, vendors, and donors.
7. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
8. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
9. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities:

This position has no direct supervisory responsibilities

Created: July 18, 2016