



MINISTRY DESCRIPTION

Title: Development Administrative Assistant
Division: Development
Working Group: Development Resources
Reports to: Vice President - Development Resources

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

Ministry Function

The Development Administrative Assistant supports the ministry of Convoy of Hope by providing administrative support and office coordination to the Development team.

Essential Duties & Responsibilities

1. Provides administrative support to the Development team.
2. Maintains team calendars and schedules.
3. Prepares expense reports for the Development team.
4. Coordinates all travel arrangements for the Development team.
5. Executes and coordinate all aspects related to At Home Week for the Development team.
6. Assists the Development team with developing and maintaining policies and procedures.
7. Executes and coordinates logistics for hosting meetings.
8. Communicates with event attendees on behalf of the Development team.
9. Assists with the preparation of materials and packets for Development events.
10. Prepares agendas and takes meeting minutes as assigned.
11. Orders and stocks workroom with necessary supplies.
12. Helps coordinate logistics on end-of-year Christmas donor gifts for Development team.
13. Works to assist Development team members with time-sensitive or high-volume projects as needed.
14. All other duties as assigned.

Required Knowledge, Skills & Abilities

1. High school diploma or equivalent is required; bachelor's degree is preferred.
2. 2+ years' experience in an office setting is required.
3. Prior experience using Salesforce is preferred.
4. Demonstrates excellent verbal and written communication skills to adequately convey the work of Convoy of Hope within the organization and to partners.
5. Strong organizational skills for handling several projects at one time. Must be detail oriented with the ability to work with limited supervision.
6. Proficient in the use of Mac and software programs, which includes but is not limited to Google and Microsoft Suite.
7. Ability to manage information in a confidential matter.
8. 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.
9. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
10. 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.

Updated: 7/29/19

Updated: 7/13/20