

**Job Title: Administrative Assistant, Development**

**Type of Staff:** Part Time (up to 29.5 hours weekly)

**Staff Supervisor:** Chief Development Officer

**Job Overview:** The administrative assistant will assist the development team in its efforts to inform and motivate donors, volunteers and the Kansas City community to engage and invest in the cycle of giving.

**Job Qualifications:**

Be a person of strong Christian character and faith who lives a life which is pure and above reproach; respectable, self-controlled. This person must be a teachable team player with a servant's heart.

Conform to KCRM "Qualifications for Employment" and support the KCRM "Statement of Belief" as outlined in the Staff Manual.

Demonstrate knowledge and skills necessary for this position:

Exhibit excellent oral and written communication skills

Exhibit strong customer service and people skills

Have excellent organizational skills

Have a fluent knowledge of Microsoft Office applications, including Word, Power Point, Excel

Be willing and able to quickly learn and use complex software applications

Be willing and able to work a flexible weekly schedule, including periodic weekend hours

**Duties and Responsibilities:**

Attend weekly development team meetings, offering input, reporting, and recording minutes

Learn Volgistics database and DonorPerfect database, and assist with data entry

Accept and relay phone calls; schedule interviews, summits, tours, speaking dates, etc. Confirm attendees for various events and programs; provide back up for tours and volunteer activities

Research donor information for donor cultivation

Monitor, purchase, maintain, inventory and request promotional and volunteer materials

Assist with social media including website, Facebook, Twitter, Instagram and Constant Contact

Assist with other development projects as requested