



Position Details

Job Title: Development Assistant

Reports to: Director of Philanthropy

Status: Full time, Non-exempt

Pay Rate: \$17.00

Job Description:

The Donor Development Assistant works closely with the Director of Philanthropy and implements strategies for increasing donor relationships and gifts. This position helps process donations, database management, thank you notes, online giving, and works with the development staff on events and special projects.

Who you are:

- Someone who brings excellence to everything you do.
- Detail-oriented with a knack for seeing the big picture.
- Able to handle sensitive information with integrity.
- Hungry for feedback and eager to improve the systems and processes that make the Development Team tick.
- A gifted communicator, in writing, on the phone, and in person.

What you'll do (just the basics):

- Collaborate with the Director of Philanthropy and Chief Strategy Officer to capture data and achieve generosity goals and outcomes.
- Build rapport and friendships with supporters of the mission to encourage generosity.
- Call, email, write letters of support, and thank you notes.
- Handle processing of revenue and data entry.
- Work with Development Department staff on special events and projects.

Bonus Points:

- You have the flexibility to adapt to changes and take on new responsibilities as the organization grows.
- You can list all the Marvel movies in timeline order.
- You think it makes cents to use financial puns.

What you'll do (the details):

1. **Recordkeeping of Donor Development Activities.** Process incoming donations. Prepare personal, donor and gift development activity reports; community and church leaders; maintains call logs, arrange future appointments and presentations, and donor files in accordance with Mission Policies and Procedures.
2. **Manage Donor Retention processes.** Send New Donor Packets, thank you notes, and take incoming donor calls. Handle credit card "time-outs" and process non-cash gifts and records. Call donors and request donations as well as handling conversion of donors to auto/monthly payments.
3. **Represent the Fresno Mission at community events.** Participate in activities such as service organizations, professional organizations and other community events/organizations to promote the Fresno Mission to the community.
4. **Perform Other Duties as Assigned.** May be required to perform other duties as assigned by the Chief Strategy Officer including meetings with other staff and departments.

Requirements:

A mature walk with Jesus Christ and able to articulate Biblical beliefs and their application within the context of the Fresno Mission. All employees of Fresno Mission are an integral part of the outreach ministry of a non-denominational, evangelical ministry sharing the Gospel of Jesus Christ through transformational programs that provide food, shelter, clothing, education, job training and renewal of families to the poor and addicted. All employees are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, Bible studies and prayer times. Due to the nature of these types of ministries, it is an absolute necessity that each employee possesses and maintain a Christian testimony of their faith and experience in Jesus. Must be in agreement with the Statement of Faith of the Fresno Mission.

Application Process:

Individuals interested in being considered for this position should email the following documents:

1. Letter of interest which includes a narrative detailing how you believe you qualify for this position.
2. An updated resume.
3. The names, email addresses, and phone number of three references.

Please email all documents to HR@fresnomission.org

No phone calls.