



## Position Details

**Job Title:** Donor Relations Administrative Assistant

**Reports to:** Senior Director of Development

**Status:** Full time, Non-exempt

**Pay Rate:** \$18.00

**Time Period:** This position will last for only 12-18 months.

### Job Description:

The Donor Development Administrative Assistant works closely with the Senior Director of Development, development staff, partners, facility staff and outside consultants for the purposes of achieving the capital campaign goals and events at City Center. This position's main focuses are the administrative efforts of organizing a 12-18 month fundraising campaign and coordinating/managing events at City Center.

### Who you are:

- Organized, attentive, and on time.
- Someone who brings excellence in everything you do.
- Detail-oriented with a knack for seeing the big picture.
- Confident with email, MS Office, and using a database.
- Dependable and trustworthy with confidential and personal information.
- Able to work in a fast-paced and constantly changing environment.

### What you'll do (just the basics):

- Organize, schedule, and communicate with staff regarding campaign timelines.
- Call, email, write letters of support, thank you notes, and other mailings to donors.
- Coordinate meetings, special dinners, events, and tours of mission campuses for capital campaign.
- Keep track of donors, potential donors, and update database.
- Coordinate with partners, staff, and individuals utilizing City Center Campus meeting space.

### Bonus Points:

- You have the flexibility to adapt to changes and take on new responsibilities as the campaign and needs change.
- Able to periodically work evenings and weekends.
- You excel at Excel and think the function of numbers is to query true data that is filtered through conditional formatting of sheets on a table, so you get the logical sum of both rows

- and columns on an average date.
- Willing to dedicate 12-18 months toward this position with no promise of future employment.

**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](mailto:HR@fresnomission.org)

No phone calls.