



Job Description: Assistant Development Director

Job Title: Assistant Development Director

Reports To: Development Director

Qualifications and Background needed:

1. Team player with commitment to BsideU For Life's Statement of Faith & Mission Statement.
2. Complies with the policies and procedures of BsideU For Life.
3. Is dependable, stable, and capable of following through on commitments.
4. Is compassionate towards and has a sincere desire to help the ministry reach out to women seeking the services provided by BsideU For Life.
5. Maintains a consistent life-affirming philosophy and would never refer a woman to have an abortion.
6. Respects confidentiality.
7. Excellent oral and written communication skills; strong interpersonal skills.
8. Ability to organize and manage multiple priorities.
9. Characterized by creativity to achieve goals.
10. Leadership ability, able to manage and recruit interns, volunteers and committee members
11. Bachelor's degree and at least 3 years prior development experience
12. Thorough knowledge of Word and Excel and social media experience, eTapestry or other donor database experience. Graphics or website design software experience a plus.

General Responsibilities: This position is intended to complement and assist in fundraising efforts to establish and maintain the financial soundness of the ministry through event planning and donor relations support. Consults with Development Director to determine objectives and requirements and to plan the scope and format of events. Maintains detailed, checklists, and records and timelines of each event. Helps maintain accurate donor records and assists in donor relations.

Manage Events:

The ministry's event calendar includes or may include the following:

- Sanctity of Life special collections with area churches, and radio pledge drive. (January)
- Golf Scramble (June or July)
- Team Life bike ride (August)
- Annual Benefit Banquet (September)
- Year-end solicitation (November through December)
- Online fundraising events (Give Local Louisville, Brackets for Good, Giving Tuesday)
- Monthly tours
- Occasional dessert parties or small donor events

In connection with these events Assistant Development Director shall be responsible for:

- Adhere to event budgets and net income goals for each events.



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- Oversee volunteer led event committees. Duties may include keeping and distributing minutes, creating agendas, recruiting members and chair, advising committee on ministry related matters, assigning tasks to committee volunteers and following up on assignments, such as their securing sponsors and donated items for door prizes or auctions.
- Oversee event details including, but not limited to, venue, room setup, AV needs, meals, signage, decorations, security (if needed), registration, delivery of event materials, and travel arrangements for speakers, reservations, seating, recruiting and assigning table hosts, pre- and post-event calls to guests and sponsors, maintain data on attendees, donors and donated/in kind items.
- Review invoices and contracts from vendors for accuracy.
- Independently and/or with Volunteer Coordinator, recruit event committee members and development volunteers.
- Solicit monthly Save A Life tour guests, prepare packets and set up food.
- Conduct post-event surveys and report on ways to improve event quality and outcome.

Donor & Event Marketing & Communications related duties:

- Write, collect, and edit e-newsletter copy.
- Collect and organize photos taken by Life Skills staff for social media and newsletter use.
- Develop email blasts, update website, and assist with collateral marketing material, including design of flyers and handouts.
- Provide administrative support for direct mail projects, including event and year-end appeals.
- Follow up of donor and fundraising requests and inquiries, including issuing invoices, tax letters, providing 'how to give' information (ACH, credit card, online), send brochures.
- Prepare reports/spreadsheets from donor database requested by Development Director or Executive Director

Physical Demands:

This position is a mix of administrative work combined with event planning and execution. Physical demands include days with largely sedentary desk work but event preparation includes loading and lifting event related equipment and supplies (25 - 50 lbs), hours on one's feet, and on bike ride and golf days, long hours in the weather. Because it is a salaried non-exempt position, there will be times when work weeks in excess of 40 hours are expected and will not be subject to compensatory time.

The intent of this job description is to provide a representative summary of the major duties and responsibilities of this job. You may be asked to perform job-related tasks other than those specified in this job description.

[for hired candidate]

Signature

Date