

## Development Administrative Assistant Job Description

<b>Job Title</b>	Development Administrative Assistant	<b>Pay Range</b>	\$20.50-\$23.00*
<b>Reports to</b>	Development Operations Supervisor	<b>Supervision</b>	May oversee Development volunteers as assigned by the Development Operations Supervisor
<b>Work Location</b>	Tacoma Administration Office		
<b>FLSA Status</b>	Hourly, non-exempt	<b>Data Classification</b>	Category IV
<b>Benefits</b>	Full-time classification (assigned to work 30 or more hours per week) – Medical (including Life/AD&D), Dental and Vision insurance and FSA available first of month following 30 days of employment Full & Part-time classification – EAP, 401K and Vacation available after 90 days of employment, Sick leave (1 hour for every 40 hours worked) accessible on 90 <sup>th</sup> day of employment, and Holiday Pay		

*\*The above pay range is a guideline. For candidates who meet the qualifications of the job, Care Net of Puget Sound's compensation philosophy is to target the 30<sup>th</sup>-50<sup>th</sup> percentile of the range. Multiple factors are taken into consideration to arrive at the final pay rate to be offered. Factors include, but are not limited to, the selected candidates work experience, education, and training as well as internal equity, market and other business considerations.*

### Objectives of this position:

The Development Administrative Assistant supports the projects and initiatives of the Development team and provides direct support to the Development Operations Supervisor. This role keeps the office running smoothly through administrative coordination, key processes, and consistent follow-through. The Administrative Assistant gives direction and oversight to Development volunteers. This position organizes the three annual Baby Bottle fundraising campaigns and offers administrative and logistical assistance for all fundraising events under the direction of the Event Specialist. Through all responsibilities, this role ensures that the operations, atmosphere, and rapport within the Development team reflect biblical standards and align with the mission of Care Net of Puget Sound.

### Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord and is active in a local church.
2. Exhibit strong commitment and dedication to the biblical teachings of the sanctity of life, sexual purity and marriage.
3. Agree with and be willing to uphold the Statement of Principle, Statement of Faith, and other Care Net of Puget Sound statements and policies related to core ministry principles.
4. A heart for ministry and serving donors, churches and the community.
5. Ability to respect confidentiality.
6. Experience in office operations and general office/administrative functions.
7. Knowledge of basic accounting principles and procedures.
8. Strong computer skills and knowledge of word processing, spreadsheet programs and databases required (Microsoft 365 preferred).
9. Excellent attention to detail and administrative and organizational skills.
10. Ability to work independently and be dependable and responsible.

## **Essential Functions:**

### **1. Administrative & Donor Relations Support**

- a. Works as a team member providing administrative support to the Development Operations Supervisor, Director and team as needed to accomplish development goals and strategic plans.
- b. Receives donor calls and takes necessary steps to meet donor inquiries.
- c. Helps maintain accurate donor records through data entry, updates, and communication with the Donor Database Specialist regarding corrections or discrepancies.
- d. Processes new donor and Life Steward information and executes established communication workflows (email and mail) in a timely and accurate manner.
- e. Maintains inventory of development collateral and submits requests for restocking as needed to support fundraising outreach efforts.
- f. Coordinates and executes donor acknowledgment processes, including preparation of thank-you lists, organization of mailing materials and support of timely and accurate donor communications.
- g. Assists with other duties as assigned by Development Operations Supervisor.

### **2. Baby Bottle Drives**

- a. Coordinates three annual Baby Bottle campaign cycles (Sanctity of Human Life Sunday, Spring, and Fall), managing preparation, execution, and follow-up for each campaign.
- b. Serves as the primary point of contact for church signups and manages Baby Bottle Master sheets.
- c. Leads and participates in steering committees that pertain to Baby Bottle Drives.
- d. Inventories supplies and completes Purchase Request Form as needed for review/approval by the Development Operations Supervisor.
- e. Works with volunteers to prepare baby bottles for participating churches.
- f. Coordinates baby bottle pickup following completion of the drive.
- g. Oversees volunteers in the processing of donations including emptying bottles, handling and counting money, preparing funds for deposit and coordinating Loomis pickups.
- h. Calculates church totals and sends thank you notes to churches.

### **3. Special Events**

- a. Assists the Development Operations Supervisor and Event Specialist in all aspects of special events, including outreach, administrative tasks, team coordination, and event execution.
- b. Participates in event outreach based on the strategic plan and goals set by Care Net of Puget Sound leadership, the Director of Development, and the Development Strategic Plan.
- c. Completes internal administrative tasks pertaining to event details and team assignments.
- d. Attends events, providing support and volunteer management as required for the event.
- e. Assists with the processing of event donations, new sign-ups, and follow-up communications to event attendees.
- f. Oversees organization of the Development supply closet, ensures speaker boxes and event materials are prepared, stocked, and ready for deployment.

### **4. Meetings and Trainings**

- a. Attends 1 to 2 Mission Increase Foundation workshops and/or webinars per year.
- b. Attends and contributes to staff meetings, retreats, and weekly admin planning meetings with the Executive Director.
- c. Attends Development meetings, takes meeting minutes and provides administrative support during meetings as assigned by the Development Operations Supervisor.

5. Physical Requirements & Work Environment

- a. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be available to enable individuals with disabilities to perform the essential functions.
  - i. The employee is regularly required to use hands to finger, handle, or feel; talk or hear, and taste or smell. The employee is frequently required to sit, stand, walk, reach with hands and arms, and maintain physical balance. The employee is occasionally required to stoop. The employee is rarely required to kneel, crouch or crawl.
  - ii. The employee will regularly lift and move items up to 10 lbs. The employee will sometimes lift and move up to 25 lbs.
  - iii. Vision requirements include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- b. The work environment described is representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be available to enable individuals with disabilities to perform the essential functions.
  - i. The noise level in the work environment is usually moderate; lighting is primarily florescent; works in a shared office with the Development Operations Supervisor and Events Specialist.
  - ii. May experience periods of high stress during event seasons with increased work hours.

6. Image

- a. As a representative of Care Net of Puget Sound, whether at the Center or in your own time, your actions and appearance will reflect on the ministry. It is important to be mindful of your service to Jesus Christ in all that you do as you reflect Christ to others.
- b. Take time for spiritual growth and needs.

Care Net staff members adhere to the mission of Care Net of Puget Sound, its Statements, Operations and the Policy and Procedures of the organization.

**Please click the link below to apply for this position.**

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