



JOB TITLE: **Development and Administration Assistant**

SUPERVISED BY: Development Director

POSITION OVERVIEW:

The development and administration assistant position is unique in that it supports three key areas of camping ministry within Covenant Harbor and Harbor Point Ministries (HPM). This individual can expect to direct approximately 50% of their time to supporting the development efforts for Covenant Harbor and Harbor Point Ministries and 50% of their time to supporting general Covenant Harbor administration. Monthly and weekly time allotment may ebb and flow with seasonal demands and daily, weekly and monthly projects and tasks will be collaboratively and intentionally assigned and scheduled over the course of the calendar year.

As the development assistant, this individual is the primary CRM (Constituent Relationship Management) fundraising database manager for Covenant Harbor and Harbor Point Ministries. This individual is the primary gift processor and data manager, overseeing the organization of administrative tasks for all aspects of Covenant Harbor's and Harbor Point Ministries' fundraising operations. This position is key to catalyzing growth in ministry fundraising efforts, specifically providing robust support to all areas of development, including annual giving, endowment, capital campaigns, major gifts, donor stewardship, constituent/alumni relations, grant writing and special events.

As the administration assistant, this individual provides considerable interdepartmental administrative support at Covenant Harbor that may include but is not limited to: registration, main office and phone support, special projects and events, administrative support to the executive director (Covenant Harbor) as assigned, and occasional administrative support to executive director (Harbor Point Ministries).

GENERAL QUALIFICATIONS:

This ideal candidate must:

- Be a committed and growing follower of Jesus Christ and actively involved in a local church.
- Be in agreement with and support the mission and vision of Covenant Harbor and Harbor Point Ministries.
- Be in agreement with the Affirmations of the Evangelical Covenant Church.
- Be an effective verbal and written communicator.
- Have the ability to plan, organize and anticipate deadlines.
- Be willing to work in a team environment.
- Be attentive to detail, including writing and proofreading.
- Value strong donor relationships and their interests in the ministry.
- Demonstrate confidentiality.
- Have excellent interpersonal and keen observation skills.
- Have a high degree of emotional intelligence.
- Be able to think strategically and analytically.

EDUCATION AND TRAINING REQUIREMENTS:

- A bachelor's degree.
- Two to three years of relevant experience in the field of development.
- A valid driver's license and a clean driving record.
- Computer knowledge and experience in the use of Microsoft Office and Google Suite.
- Demonstrated experience in database management and analysis (DonorPerfectOnline or equivalent CRM database).

SPECIFIC DUTIES:

Under supervision of the development director and working in cooperation with other Covenant Harbor and HPM staff, the following are responsibilities for this position:

A. Key Development Responsibilities

- Ensure robust data protocols and processes to create the most effective and efficient use of the donor and registration CRM databases, and rigorously update donor, customer and alumni records.
- Receive, process, record, batch and acknowledge all contributions with strict adherence to PCI and ECFA compliance guidelines.
- Collaborate with the business manager for regular reporting and reconciling of contributions received in preparation for annual audit.
- Oversee careful stewardship of listings for donor stewardship in acknowledgment of tribute gifts, annual giving summaries, campaigns or other special projects.
- Work with the development director (CH) and executive director (HPM) to strengthen data extraction, analysis and reporting, regularly and accurately generating exports through the CRM for mailings, constituent communications, reports and analysis, including the proper close of a given fiscal year and calendar year.
- Collaborate with development director (CH) and executive director (HPM) on the development and coordination of, and oversee the execution of all mailed and online solicitations and communications as well as a variety of development-related publications including donor newsletters, annual reports, special events, etc.
- Manage development materials and supplies.
- Oversee online registration logistics for development related events.
- Assist development director (CH) in growing external funding through grant writing, including identifying potential new grantors, drafting and editing applications, and management of grant writing program.

B. Key Administrative Responsibilities

- Assist other office staff with inbound phone calls.
- Ensure compliance with payment processing and license renewals.
- Assist camp registrar and marketing department with external email communication and registration logistics.
- Support executive directors for (CH) and (HPM) with additional administrative projects as assigned.
- Provide administrative support to other departments as needed.

C. Greater Covenant Harbor Ministry

- Be a positive, helpful and active member of the staff community.
- Support and help with retreats and events at Covenant Harbor.
- Help effectively maintain and steward Covenant Harbor's resources.
- Work with other Covenant Harbor staff and volunteers in shared tasks.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

The majority of duties of this position are conducted in an air-conditioned on site office environment. Office hours are mostly regular, but occasional flexible work hours required during busy times. Work is divided between sitting in an office and working on a computer, talking on the phone and when assisting with mailings occasionally lifting up to 40 lbs. Exceptional stamina is required since the camp environment may require long days during certain times of the year and walking around camp may be necessary. Covenant Harbor is built on a large hill and although there are paved sidewalks, there are also many steps and steep inclines. Occasional travel may be necessary to assist with Covenant Harbor and Harbor Point Ministries related programs or events.

SALARY & BENEFITS:

Type of Position: Part time hourly, year-round; Competitive pay range

Hours: 32 hours/week for majority of the year, 40 hours/week June-August