



Development Assistant

Normalcy. Dignity. Hope. – Christ's Haven For Children is a nonprofit organization centered around these core values. We are located in Keller, TX, and provide a trauma-informed, family model of care for displaced children, teens, and young adults. As a voluntary placement organization, we are an option outside of traditional foster care, often when a caregiver has exhausted all efforts to care for a child. Whether a child is with us for six months or sixteen years, we utilize that time loving them as our own and instilling normalcy, dignity, and hope into their lives. As a faith-based organization, our hope is that their time with us will help lead them toward healing from their past abuse and/or neglect.

We are looking for a part-time (up to 25 hours a week) **Development Assistant** to join our team. This position will report directly to our VP of Development supporting the organization's fundraising initiatives to raise \$4,000,000 annually.

Core Competencies:

Development Administration

Donor Relations

Communications & Collaboration

Development Administration:

- Maintain and update mailing lists and biographical and financial donor information in Salesforce
- Research, compile, proofread, and edit correspondence, documents and reports for department heads as needed
- Input Volunteer information and hours and Event attendee information into Salesforce
- Manage gift acknowledgement process following the Development Stewardship Plan
- Oversee donor cultivation and stewardship for Christ's Haven's Circle of Hope Monthly Giving Program
- Schedule and coordinate meetings, appointments, conference calls and itineraries for VP of Development and Development Department

Donor Relations:

- Implement recurring gift strategy to grow Circle of Hope
- Cultivate, steward, and grow current giving societies and explore opportunities for new donor giving societies
- Develop strategy and manage third party fundraising initiatives and peer-to-peer fundraising initiatives; both in person and through online giving platform
- Assist Development Team with In-Kind asks for events

- Assist at organization's premier special events as needed (Fashion Show, Golf Tournament, Clay Shoot, Fall Festival/Open House, Lunch & Learns, etc.).

Other:

- Assist other organization employees as needed.
- Other duties as determined by the VP of Development.

Ideal Candidate:

- *Teamwork:* Contributes to building positive team spirit, puts success of team and organization above own interests
- *Communications:* Strong organizational and interpersonal skills. Excellent verbal and written communicator with ability to express ideas and thoughts clearly.
- *Technical Skills:* Proficiency in Microsoft Excel, Word, PowerPoint and database management (preference for Salesforce)
- *Achievement Focus:* Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Recognizes and acts on opportunities. Sets and achieves challenging goals.
- *Professionalism:* Must be confident, organized, articulate and poised with the ability to represent organization.
- *Leadership and Ethics:* Inspires others and upholds organizational values. Commits to doing the best job possible and works with integrity and respect. Reacts well under pressure. Shows courage to take action.
- *Dependability:* Punctual, reliable and willing to go above and beyond for the good of the team. Must have a positive attitude.
- *Innovative:* Develops new approaches and ideas, displays creative thinking and willing to take on new challenges.
- *Time Management:* Uses time efficiently and works in organized manner. Capable of prioritizing tasks, motivating team members, delegating projects and juggling competing priorities in fast-paced environment. Able to work independently and simultaneously on multiple projects, balancing team and individual responsibilities.
- *Strategic Thinking:* Helps to develop and manage strategies to achieve organizational goals.

Job Requirements:

- Minimum of 1-3 years of experience in an area related to office administrative support, development, project management or event coordination. Prior nonprofit work experience a plus.
- Exceptional skills in the areas of organization, attention to detail, time management, ability to manage multiple tasks, define and set priorities and problem solve.
- Some early mornings, late evenings and weekends required.
- Willing to submit to organization's background check and drug test.
- Willing to sign organization's Statement of Faith.