



Senior Development Assistant Job Description

Organization Background:

Christian Union was formed in 2002 in order to develop and connect transformative Christian leaders. Christian Union's emphases on select universities and professionals in key cities reflect our concern to reach people groups that exert disproportionate cultural influence in the United States. For more information, please see www.ChristianUnion.org.

Christian Union seeks a qualified individual to serve as its Senior Development Assistant (SDA). The SDA manages important programs that steward Christian Union financial partners. The SDA will be an essential member of Christian Union's Development Team, which supports the ministry by securing and deploying the resources necessary to advance the mission of Christian Union.

Responsibilities:

- Coordinate the ministry's Bible course sponsorship program. The program provides financial partners the opportunity to become the sponsor for one or more Christian Union Bible courses at these universities. The SDA will manage the assignment of sponsors to appropriate Bible courses and facilitate mutually encouraging relationships between participating donors and their Bible courses.
- Manage two stewardship programs: the "Thank You" card project and Easter card project. The SDA will manage the program that provides identified financial partners with thoughtful communications from students involved in Christian Union's ministry.
- Oversee the Parents Program. The SDA will manage the program that provides potentially interested parents with the opportunity to learn more about Christian Union's ministry.
- Additional programs will likely be identified for the SDA from a new three year vision that Christian Union is finalizing.

Qualifications:

- Strong devotion to Jesus Christ, holiness, and a passion to make Him known
- In agreement with the Christian Union Statement of Faith and Ethics
- Embraces and embodies Christian Union's mission, vision, and values
- Quick learning ability to absorb the best practices of the ministry
- Excellent communications skills

- Strong team player to be able to work across the ministry
- Ability to meet deadlines, and to work independently to complete tasks
- Comfort with Microsoft Word and Excel and/or Google Docs and Sheets
- Bachelor's degree

Reports to: Associate Vice President of Development

Status: Part-time, non-exempt: 20 hours/week; hourly.

Travel expectations (if relevant): 10 days/year for Christian Union's week-long employee conference and two multi-day development meetings.

Location: Anywhere in the US but East Coast and Central locations are preferred. The employee will work out of his/her home office unless they are located near a Christian Union office.

Compensation: Competitive compensation. No individual support-raising required. You will, however, be asked to participate in general fund-raising activities.

Interested applicants should send a résumé and cover letter to Opportunities@ChristianUnion.org.