



Senior Development Associate

FY20 Job Description

Objective: The objective of this position is to contribute significantly to the success of the Development and Strategic Gifts Team Leadership as they lead teams to develop and grow key relationships with Christian Union's current and prospective financial partners.

Reports to: Vice President of Development; dotted line to Associate VP of Strategic Gifts

Status: Part time (25 hours per week)

Responsibilities:

1) Administrative

- Work closely with Vice President of Development and the Assoc. VP of Strategic Gifts to proactively set up timely meetings with key financial partners and all internal team meetings.
- Anticipate needs/schedule of the Development Leadership Team.
- Update and distribute Development Team calendar.
- Assist VP of Development and AVP Strategic Gifts with travel arrangements, as needed.
- Prepare and submit expense reports monthly for VP of Development and AVP Strategic Gifts as assigned.
- Assist in facilitating communication regarding team meetings, retreats, and other correspondence as assigned.

2) Development Meeting & Event Assistance

- Support and interface with the (founding) National Leadership Council Members, to arrange their quarterly calls and meetings (two meetings per year are in-person).
- Coordinate Development Team meetings and retreats, including venue, travel, itinerary, and other items, as necessary.
- Support for Small Regional Events. Related reference materials are the Small Regional Regional Event Training Guide and the post-event Small Regional Event Report.

3) Other duties, as assigned.

Qualifications:

- A strong commitment to serving the Lord Jesus Christ, holiness, and a passion to make Him known
- A passion for the mission and core values of Christian Union.
- In agreement with the Christian Union Statement of Faith and Ethics.
- Three years or more experience in Development, or similar area, is preferred.
- An understanding of the role of fundraising in a Christian organization and the importance of the donor in every communication.
- Experience with using Raiser's Edge NXT, iWave, Wealth Engine, G-Suite and other research and donor management tools is preferred.
- Experience with Project Management.
- Excellent written and oral communication skills.