



Job Description

- Title:** Development Associate – Donor Recognition and Associated Programs
- Qualifications:** Must possess a vibrant relationship with Christ and agree with Joni and Friends' statement of faith. Must have the ability to coordinate multiple projects simultaneously. Excellent interpersonal and public relations skills are required along with the capacity to communicate clearly and concisely in writing. Demonstrated proficiency in Microsoft office programs of Word and Excel and the aptitude to learn additional software programs. Must enjoy working with others in a team environment and be flexible to meet the requirements of the department.
- Status:** Fulltime, Hourly
- Reports to:** Development Operations Manager
- Salary Range:** Commensurate with experience

Duties:

Under the supervision of the Development Operations Manager, support and implement the overall objectives of the Development Department strategic plan. Specific responsibilities include but are not limited to:

1. Maintain department filing system and communicate the system to others as appropriate.
2. Support internal development mailings.
 - a. Receipt thank you letters, spreadsheets and printing.
 - b. Radio Club mailings.
 - c. Memory/Honor Of notes with Newsletters
 - d. Daily Prayer Bonding mailing
3. Assist with coordination of the Matching Gift Program
4. Support the Prayer Bonding Program.
5. Cross training/utilization as needed to assist with
 - a. Donor Recognition Receipting Program (\$2,000,000 annually).
 - b. Conducting office tours
 - c. Requests for auction items.
 - d. Special event activities as directed.

6. Other tasks, projects and assignments as needed to fulfill the strategic objectives of Joni and Friends.

Required Knowledge, Skills and Abilities

- Computer skill requirements: Must possess excellent computer skills and capabilities in Word, Excel, mail merge.
- Excellent communication and public relations skills
- Excellent organizational skills
- Ability to handle multiple projects/tasks simultaneously