

**Position:** Development Assistant

**Objective:**

The Development Assistant provides support and oversight to assist the Development Director and CEO in giving programs, donor cultivation and acquisition, and special events.

**Reports to:** Development Director

**Qualifications:**

- Committed to Christ and willingness to do His will in the ministry
- Committed to the sanctity of human life, pro-life and sexual purity
- Knowledge and experience in the Pro-Life Ministry preferred (but not required)
- Agree with and be willing to uphold and comply with the Mission Statement, Vision Statement, the Statement of Principle, Statement of Faith, and policies of the Center
- BS or BA Degree from an accredited college and/or appropriate experience
- Ability to respect and maintain confidentiality
- Ability to effectively orchestrate activities of self and others and be detail oriented
- Strong ability to work well with a variety of different people; building and sustaining personal relationships with staff, board and ministry partners
- Fosters commitment to a common vision; ability to work independently but a good team player
- Be self-motivated, dependable, reliable, responsible and a person of integrity
- Possess excellent communication skills and very personable
- Proficient in Microsoft Office Suite
- Personal and reliable transportation; Valid WA State driver's license and necessary automobile insurance

**Responsibilities:**

***Signature Events***

1. Recruit churches and other organizations to host Baby Bottle Campaigns (BBC)
  - a. Maintain baby bottle inventory
  - b. Initiate and maintain communication throughout BBCs
  - c. Work with Finance Manager to count BBC receipts
2. Recruit churches and other organizations to host Diaper Drives and Baby Showers
  - a. Initiate and maintain communication throughout the drive or shower
3. Recruit churches and other organizations for on-site projects
  - a. Maintain list of project on-site needs
  - b. Initiate and maintain communication throughout the project
  - c. Supervise volunteer crews on-site

***Direct Mail/Email/Social Media Communications***

1. Assist Development Director with direct mail appeals and e-appeals
  - a. Inventory materials needed – copy paper, envelopes, stamps
  - b. Create content, format and send e-appeals
  - c. Recruit and supervise appeal assembly crew

2. Create monthly social media posts for Marketing Dept.
3. Create monthly e-newsletter
  - a. Solicit material
  - b. Create and format design
  - c. Maintain email list
  - d. Schedule for delivery
  - e. Work with Marketing Director for branding consistency
4. Maintain inventory of PRC-branded greeting cards

***Presentation & Representation***

1. Visit churches and community events to give presentations
2. Host and give tours to groups and individuals at the Clinic

***Volunteer Supervision***

1. Supervise Development Volunteers in projects as needed

***Other Duties***

The Development Assistant may be assigned other duties or responsibilities as deemed appropriate by the Development Director or CEO

**Work Schedule:** The Development Assistant position is an “at will” hourly 40-hour per week position and may also include some evenings and/or weekends.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dev. Dir. Signature: \_\_\_\_\_ Date: \_\_\_\_\_