

Position: Development Assistant

Objective: The Development Assistant provides support and oversight to assist the Partnership Development Director (PDD) and CEO in giving programs, donor cultivation and acquisition, marketing, and special events.

Reports to: Partnership Development Director

Qualifications:

- Committed to Christ and willingness to do His will in the ministry.
- Committed to the sanctity of human life, prolife and sexual purity.
- Knowledge and experience in the prolife 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 clinic.
- 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.
- Represents the PRC in a manner which reflects the values and mission of the organization.
- Fosters commitment to a common vision; ability to work independently but a good team player.
- Self-motivated, dependable, reliable, responsible, and a person of integrity.
- Possess excellent communication skills and is very personable.
- Proficient in Microsoft Office Suite. Flodesk and Textedly familiarity helpful.
- Proficient in graphic design (Canva familiarity helpful).
- Experienced in email funnel marketing.
- Skilled writer.
- Personal and reliable transportation; valid WA State driver's license and necessary automobile insurance.
- Occasional evening and weekend availability.

Responsibilities:

Signature Events

- Recruits churches and other organizations to host Baby Bottle Campaigns (BBC).
 - Maintains baby bottle inventory.
 - Initiates and maintains communication throughout BBCs.
 - Works with Finance Manager to count BBC receipts.
- Recruits churches and other organizations to host Diaper Drives and Baby Showers.
 - Initiates and maintains communication throughout the drive or shower.
- Recruits churches and other organizations for onsite projects.
 - Maintains list of project onsite needs.
 - Initiates and maintain communication throughout the project.
 - Supervises volunteer crews onsite.
- Collaborates and manages annual fundraising Gala plans.
- Collaborates and manages periodic Open House events.

Direct Mail/Email/Social Media Communications

- Assists PDD with direct mail appeals, e-appeals, postcard appeals, and notices.
 - Inventory materials needed – copy paper, envelopes, stamps.
 - Create content, format, and send e-appeals.
 - Create content and design for postcard appeals and church notices.

- Recruit and supervise appeal assembly crew.
- Coordinate with offsite printing & mailing company for appeal and postcard mailings.
- Works with marketing agency to develop monthly social media posts.
- Creates monthly e-newsletter/video e-newsletter.
 - Solicits content.
 - Creates and formats design.
 - Maintains email list.
 - Schedules for delivery.
 - Creates content for text notifications.
 - Maintains text list.
- All within the confines of the branding guidelines.
- Maintains inventory of PRC-branded greeting cards.
- Maintains and updates donor database and online giving platform.

Clinic Marketing and Awareness

- Works with the CEO, and Marketing agency when relevant, to create, post and/or distribute materials, advertising, and content to foster a broader knowledge and awareness of the Clinic.

Presentation and Representation

- Visits churches and community events to give presentations.
- Hosts tours to groups and individuals at the clinic.

Volunteer Supervision

- Recruits and supervises 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 36-40 hour per week position and may also include some evenings and/or weekends.

Signature: _____ Date: _____

PDD Signature: _____ Date: _____