YOUTH FOR CHRIST KALAMAZOO

GIVE LIFE TO YOUR STORY™

Position Description
Executive Assistant - Development Specialist

Donor Care Coordination:

- Develop and coordinate a system of care for past, present and future donors
- Develop and help execute an annual donor communication schedule
- Master the CRM/database, producing reports and actions to develop donor relationships
- Manage and coordinate donor relationships for the Executive Director
- Coordinate donor receipt mailings and gift-in-kind receipts

Organizational Communication:

- Oversee newsletter production and delivery, both printed and electronic
- Refine and implement social networking strategy
- Maintain an internal organizational calendar for Kalamazoo YFC
- See the Story tour confirmation and follow-up calls
- Manage website content and updates

Event Management:

- Serve as the captain and catalyst for development related events

Administrative Support:

- General administrative support to the Executive Director

YFC Team Member Responsibilities:

- Attend staff meetings regularly
- Attend regional and national YFC trainings/conferences as determined by Executive Director

Requirements:

- Growing relationship with Jesus Christ
- Heart for the mission of Youth for Christ
- Experience in an administrative support position
- Advanced computer skills – proficiency in Microsoft Office Suite and ability to quickly learn other advanced programs (i.e. Salesforce, QuickBooks, etc)
- Strong organizational skills with attention to detail
- Background in sales, marketing, or development, preferably for non-profit

General Information:

Reports To:	Executive Director
Classification:	Class IV permanent, part-time
Hours:	28 hours/week
Salary Range:	$10-15/hour to start

To express interest, please send resume and cover letter to sean@kalamazooyfc.org.
Resumes will be accepted until the position is filled.