

Title

Development Manager Assistant

Status

Full-time position

Pay

All full time staff fundraise for their salary, similar to many campus ministries or mission organizations. SROM provides tools to help with this process, and require minimum benchmarks for its full time employees.

Goal

The Development Manager Assistant works directly underneath the Development Manager to implement and manage the fund development of SROM and increase private funding for the ministry.

Summary

The Development Manager Assistant is responsible for working with the Development Manager in daily, weekly, monthly and yearly fund development roles, projects and tasks to implement and accomplish the goals of the SROM development strategy.

SROM Values

The applicant must believe in the centrality, supremacy, and lordship of Jesus Christ, and must desire to live as a disciple of Jesus Christ. He or she is expected to strive to grow in intimacy with Jesus, keeping Christ as the center and circumference of their life. He or she is expected to live in the light with Christian believers in the context of community, and strive to demonstrate the character of Jesus and the fruit of the spirit in daily Christian living. He or she must competently integrate faith and prayer into their job description and be committed to living for the glory of God as a lifestyle. The applicant must read and agree to SROM's mission statement and articles of faith which can be found on the website.

Required Qualifications

- Bachelor's degree or higher
- Works well independently and as a team
- Ability to manage and perform multiple concurrent projects and tasks
- Demonstrates servant leadership
- Ability to complete tasks with moderate supervision; attention to detail and high level of accuracy
- Strong verbal communication skills; high level of professionalism; high level of self-awareness
- Strong written communication and editing skills
- Ability to research and gather resources for projects or tasks
- Committed to SROM's values and the development of SROM as a premiere wilderness ministry
- Self-motivated; demonstrates high level of initiative

Preferred Qualifications

- Degree or professional training in fund development, nonprofit management or related field
- Experience working for or with nonprofit organizations

Expectations

Reports to: Development Manager

- Assist in designing, writing, and editing fund development publications including (but not limited to) securities giving, retirement and annuities giving, and endowment giving strategies
- Assist in grant research and writing; assist in developing and executing various giving strategies
- Assist in networking to develop and maintain relationships with donors
- Assist in achieving organizational accreditation with the Evangelical Council of Financial Accountability (ECFA)
- Assist in bulk mailing projects