



Development Assistant

SUMMARY OF THE JOB

The Development Assistant reports to the Executive Director of Development and Marketing and is responsible for effective inbound and outbound communication, community interaction, calendar management, campaign planning, and various projects. Applicants must be able to communicate effectively with contributors and internal departments.

IMPORTANT THINGS YOU WILL DO

- Communicate regularly with the Executive Director of Development and Marketing, Communications Executive, and staff to prioritize work and provide feedback
- Maintain and share Development Calendar
- Maintain CRM database and other information repositories
- Collaborate to create and maintain effective work flows for each Development project and campaign
- Organize and maintain project and campaign calendars, messaging, collateral and contributors
- Contact individuals, families, and congregations to talk to them about the mission of HT and their impact

YOU SHOULD HAVE...

- A deep love and understanding for the mission of Higher Things.
- Amazing organizational skills and habits
- A history as a successful leader with the ability to inspire and influence others with a high level of energy, enthusiasm, and creativity coupled with a “can do” attitude. A self-starter team player who can prioritize and triage
- Proficiency with writing and digital skills required for remote work: word processing, editing, spreadsheeting, online project management, Zoom, etc.
- An outgoing personality and the ability to have a conversation with just about anyone
- An active membership in good standing of an LCMS congregation or congregation in full altar and pulpit fellowship.

What to Expect

As a youth ministry organization, our primary goal is to serve the youth as well as those who serve them. All the projects that we do support our mission. We are and have always been a completely virtual organization. We don't micromanage; We expect that assigned projects will get done on time because others' work depends on us to keep things on schedule.

Email resumes to:
development@higherthings.org

Hours

This position is part-time. You should expect to work, on average, about 20 hours a week, depending on what's going on in the organization.

About Higher Things

The mission of Higher Things is to make the Gifts of Christ Jesus known to youth and young adults.