



Job Description

Position Title: Administrator Assistant - Development

FLSA Classification: Non-exempt, Full-time

Location: Louisville, KY

Reports To: Director of Development

Department: Development

Date Written/Revised: 6/2/2022

Position Summary:

Assist the Director of Development in efforts to promote and raise funds for Portland Christian School (PCS). This position requires the incumbent to be a born-again Christian who displays spiritual maturity, an ability to communicate and interact well with others, and a willingness to whole-heartedly serve PCS through assigned tasks. The Development Coordinator shall ascribe to and perform all duties in accordance with the PCS School Statement of Faith and as he/she serves in the Christian ministry of PCS. Perform other duties as assigned.

Required Spiritual Requirements:

1. Have received Jesus Christ as his/her personal Savior and Lord.
2. Believe the Bible is God's Word and standard for faith and daily life.
3. Be in whole-hearted agreement with the PCS Statement of Faith.
4. Be a Christian role-model in attitude, speech, and actions towards others.
5. Be a member in good standing at a local evangelical church whose doctrine agrees with the school's Statement of Faith.
6. Show by example the importance of Scripture study, prayers, witnessing and unity in the Body of Christ.

Essential Skills and Functions:

Data Management

- Work efficiently in Microsoft Word, Excel, and PowerPoint or equivalent programs
- Maintain online giving portal
- Maintain GiftWorks and/or a new donor database
- Enter donations in donor database and mail receipts
- Regularly update thank you messages in donor database
- Correct and update records in donor database

Donor Recognition

- Thank donors in person or by phone, email, and/or written notes
- Help strategize and carry out donor recognition strategies

Website Management

- Assist Director of Development collect content needed for website
- Work with contracted marketing group to manage PCS website content
- Regularly check PCS website to ensure content is up-to-date

Promotions and Communications

- Help plan content for newsletters, mass emails and social media posts
- Help collect and/or write content as necessary
- Help with the process of getting communications sent or posted
- Update and manage content on roadside LED sign

Development Events and Fundraising

- Plan, coordinate and execute Development events
- Help strategize and coordinate fundraising activities
- Envision, plan, coordinate and execute social media campaigns

Marketing and Communications

- Help oversee internal communications to school families
- Coordinate, develop and post content on various PCS social media platforms
- Assist with development, coordination and execution of PCS marketing plans
- Oversee communications with contracted marketing group
- Develop and maintain relationships with local media outlets
- Plan, coordinate and create videos for events and general PCS promotions

Minimum Education and Experience:

- Associate's degree in Business, Communication, Marketing or related field
- Two (2) years of administrative office experience required
- Two (2) years of fundraising, donations coordination, and development activities experience preferred
- Two (2) years of marketing coordination experience preferred, including social media creation, coordination and publishing

KNOWLEDGE, SKILLS AND ABILITIES:

- Energetic, self-starter and people-oriented
- Positive ambassador
- Highly adept in managing multiple priorities and tasks at a time
- Ability to maintain strict confidentiality
- Strong organizational skills
- Solid time management skills
- Works well under pressure and with sense of urgency
- Highly proficient in Microsoft Outlook, Teams, Word, Excel, and PowerPoint and online related products, programs and software solutions
- Internet and web system experience
- Exposure to fundraising, donor management and related processes
- Ability to interface effectively with diverse personalities and positions

JOB COMPETENCIES:

Attention to Detail: Follows established guidelines and procedures to ensure accuracy; gets work right despite pressing deadlines; concentrates on routine work details and organizes and maintains a system of records; is alert and aware of surroundings and carefully monitors technical equipment or processes.

Commitment to Task: Demonstrates dependability and shows a sense of urgency about getting results; willing to commit the hours it takes to get the job completed; takes responsibility for actions and achieves results; overcomes obstacles.

Communication Skills: Presents ideas, concepts, and information effectively and clearly through the spoken and written word; actively listens; communicates comfortably with various audiences; responds effectively to questions; prepares clear, concise, and effective written communications; displays strong grammatical, spelling, composition, and proof-reading skills.

Customer Focused: Commits to meeting the needs and expectations of the organization’s internal and external customers; delivers a high level of customer service; searches continually for ways to increase employee and customer satisfaction (i.e., customer feedback).

Flexibility: Adapts and changes course of action when appropriate; effectively transitions from task to task; deals well with unresolved situations, frequent change, delays, or unexpected events; maintains objectives amidst shifting priorities.

Initiative: Takes action proactively; addresses issues or opportunities without supervision; focuses on desired results and accomplishments; demonstrates clear purpose, enthusiasm, and a “can-do” attitude.

Execution: Manages multiple projects and effectively prioritizes tasks, responsibilities, and goals; uses goals to guide actions and creates detailed action plans; organizes and schedules people and tasks; utilizes resources effectively to meet goals.

Relationship Management: Initiates and develops relationships with others; demonstrates credibility; confronts conflict quickly and professionally; inspires confidence in others.

Teamwork: Works cooperatively with others to accomplish business goals and objectives; asks others for their ideas and opinions; supports team’s decisions; contributes to the team’s efforts.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activity	Frequency
Sitting	Frequent
Standing	Frequent
Crouching, Bending, Stooping	Occasional
Walking	Frequent
Climbing Stairs	Occasional
Reaching	Frequent
Grasping	Frequent
Pushing/Pulling	Occasional
Lifting	Occasional
Near Vision	Constant
Far Vision	Frequent
Hearing	Constant
Talking	Constant
Travel	Occasional

DISCLAIMER:

This job description is not intended to be an exhaustive list of all-inclusive assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of Portland Christian School.