

Title: Administrative Assistant for Mission Advancement
Employment type: Full Time, Non-Exempt
Location: King of Prussia, Pennsylvania
Application deadline: March 1, 2019
Contact: HR@internationalministries.org

POSITION OVERVIEW

The Administrative Assistant for Advancement enhances the Associate Executive Director's (AED's) effectiveness by providing management support and representing the office of Mission Advancement to others with auxiliary support for Development and Marketing/Communications. Applicants must be able to support a Christian mission and desire to contribute in a nonprofit setting with cross-cultural sensitivity to the diversity of the American Baptist denomination.

RESPONSIBILITIES

- Conserve AED's time by reading, researching and routing correspondence; drafting letters and documents; collecting and summarizing information; initiating telecommunications; and recording meeting minutes and action items
- Keep up-to-date records from participating team members
- Facilitate budget tracking
- Assist with development communication projects for the Luther Rice Society, major gifts and World Mission Offering
- Maintain donor confidence and protect operations by keeping information confidential
- Support Marketing/Communications with print production by inserting text and images into InDesign templates, uploading files to printers' FTP sites, scheduling and mailing print materials, conducting status updates, obtaining competitive printing bids, recommending vendors, monitoring production schedules to meet deadlines, tracking invoices back to approved estimates and managing translations from English to Spanish
- Maintain and distribute global servant prayer cards by receiving orders, coordinating printing and mailing, creating new prayer cards using a template in InDesign and making updates to existing prayer cards
- Maintain the Communications/Marketing master calendar
- Plan and schedule meetings
- Manage travel and expense reports
- Compile and update reports and spreadsheets using Salesforce and Excel
- Compile information and media materials by transcribing, formatting, inputting, editing, filing, retrieving, copying, mailing, emailing and faxing text, data, files and graphics
- Represent the AED by being the front person for Mission Advancement office, occasionally attending meetings in the AED's absence
- Welcome guests by greeting them in person or on the telephone; answer or direct inquiries on behalf of the AED
- Complete projects by collaborating with other departments and following up on results
- Organize, reorder and maintain an inventory list of office supplies
- Prepare registration, print and development materials for conferences and meetings
- Other duties as assigned for fundraising and events

QUALIFICATIONS AND EXPERIENCE

- Associate's or bachelor degree in a related field and minimum of three years' experience in an administrative position, preferably in a not-for-profit development office, a printing company or a creative agency
- Experience in managing an executive's schedule and communications
- Experience managing a front desk or functioning as receptionist
- Organizing and scheduling multiple priorities across departments
- Proficiency in Microsoft Word, Excel and PowerPoint and in Adobe InDesign
- Experience with building reports and spreadsheets and with drafting and merging letters
- Experience in database use (Salesforce) and in Adobe Illustrator and Photoshop preferred
- Good working knowledge of operating office equipment, including scanners, copiers, collators, filing systems and fax machines
- Excellent interpersonal skills
- The ability to present information concisely and effectively, both verbally and in writing
- The ability to work independently with little supervision while organizing and prioritizing competing priorities
- Understanding of the mission of IM, of IM constituents and of the importance of donor support

HOW TO APPLY

To apply, email HR@internationalministries.org. Identify the position title and where you learned of the vacancy in the subject line and attach a current resume and supporting documentation for further evaluation of qualifications and experience. Thank you in advance for your interest in joining IM's mission.

International Ministries is an EEO employer and provides a comprehensive and flexible benefit package. A detailed description of this position is available upon request.

International Ministries, also known as the American Baptist Foreign Mission Society, works cross-culturally to invite people to become disciples of Jesus Christ and to proclaim, through both word and deed, God's reign of justice, peace and abundant life for all creation.