



Second Presbyterian Church, Indianapolis: Position Description			
DEVELOPMENT ASSISTANT FOR STEWARDSHIP AND ENDOWMENT			
Reports to:	Director of Stewardship and Endowment	Effective:	June 1, 2021.
		Updated:	September 28, 2023
Directly Supervises:	N/A	Status:	F/T
		FLSA:	Salary Non-Exempt
Job Summary:			
The Development Assistant for Stewardship and Endowment will provide support for the Director of Stewardship and Endowment and for all fundraising activities and programs of Second Presbyterian Church.			

Essential Functions:**Development:**

Conduct basic prospect research in preparation for donor visits

Manage mailings and calendars for donor solicitation and stewardship efforts, send pledge updates quarterly or as requested

Prepare and personalize acknowledgment letters for signature

Organize and manage stewardship events

Work and communicate with volunteers to organize endowment and committee meetings and events

Support cultivation/stewardship of individual donors by preparing background information, scheduling appointments, securing reservations and sending meeting reminders

Manage access to fundraising information in The Rock/Blackbaud Raisers Edge NXT, and manage functions in RENXT, build and prepare weekly, solicitation, and pledge reports and reminders, keep updated on new opportunities and functions, participate in user groups as available

Work with Communications to maintain and active presence in social media and website for fundraising efforts and the endowment, provide data for reports, develop and design a Quarterly Impact Report

Administration:

Input donor information into database

Prepare mailing lists ensuring accuracy of information

Build and prepare monthly, annual and special reports

Answer phone inquiries, take messages and schedule appointments

Ensure that the development office runs smoothly and efficiently

Work cooperatively with other staff to maximize positive working relationships, strong communications between departments and effective partnerships to further stewardship

Minimum Qualifications:

Full commitment and dedication to the mission of Second Presbyterian Church

Postsecondary degree/bachelor's degree preferred

Minimum of 1-3 years nonprofit or church experience

Strong oral and written communication skills

Excellent planning, organizational and administrative skills

Experience with technology and database management

Exceptional attention to detail and accuracy

Ability to hold information in confidence

Physical Qualifications:

Sufficient mobility and stamina to fulfill essential functions

Core Competencies:

PERSONAL

1. **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; does not operate with hidden agendas; responds to situations with constancy and reliability.
2. **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
3. **Technical Expertise:** Acquires and demonstrates the technical skills required to execute the essential functions of the job proficiently; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.
4. **Written and Verbal Communication:** Is able to write and speak clearly and succinctly; employs correct grammar, punctuation and patterns of speech in a tone appropriate to the context. Is able to communicate effectively in a variety of settings.

PASTORAL

5. **Hospitality:** Generates a sense of hospitality by his or her very presence; communicates a sense of warmth, openness and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and belonging in the life of the congregation.
6. **Spiritual Maturity:** Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.

Disclaimer:

The above is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description is subject to change at any time.