



Development Administrator Position Description

Hours: Part-time (20 hours per week)
Job Classification: Hourly, Non-exempt
Reports to: Senior Director of Operations
Work Location: Duvall, WA

BACKGROUND:

Acres of Diamonds' mission is to create lasting change for homeless moms and kids through a caring community. As one of the few facilities in Eastern King County specifically serving homeless women and children, our organization continues to grow to meet that need. We are committed to increasing our capacity as well continuing to innovate to enhance our services and programs. We value the importance of our whole community, from our residents and staff, to our volunteers and donors, to the communities where we operate, as integral to the completion of our mission.

POSITION SUMMARY:

The Development Administrator will be responsible for general administrative duties in the Development department, including organization and administration. This role will be integral to the function of the Development department and the continued success of fundraising efforts through events, grants, direct contacts, and appeals.

DUTIES:

- Coordinate and complete tasks for Development department special projects, including but not limited to events, capital campaign, and renovation
- Update development dashboard including maintenance of pipeline and current donor information
- Clear, professional communication style
- Provide administrative support to Development department, including meeting notes, following up on action items, thank you letters, and major donor administrative management for Sr. Director of Operations and Executive Director
- Develop and manage volunteers in Development department as needed
- Support all aspects and staff of the Acres fundraising model: Development, Major and Mid-Level Donors, and Data Systems
- Establish and maintain vendor relationships, ensuring a strong return on investment, high quality of product, and consistent deliverables
- Utilize excellent interpersonal skills including the ability to work successfully with staff, management, board members, volunteers, donors, and vendors
- Other duties as assigned



REQUIRED QUALIFICATIONS

Knowledge and Skills:

- Demonstrated financial tracking skills
- Excellent communication abilities, both written and oral
- Strong organizational and time management skills with exceptional attention to detail
- Ability to identify priorities, comfortability with shepherding people and information, strength in setting boundaries, and directing tasks toward completion
- Understanding of the rules of fundraising, and a high degree of confidentiality.
- Strong computer skills (Microsoft Office)

Qualifications:

- Personal relationship with Jesus Christ and active in a Christian church
- Bachelor's degree preferred
- 3+ years of experience in executive administration
- Experience in gala event preparation and/or development processes preferred
- Experience in human resources or hiring preferred
- Passion for the Acres of Diamonds mission
- Flexibility to adjust hours to meet deadlines and needs of the organization, including the availability to work occasional evenings and weekends

Acres of Diamonds is a Christian 501(c)(3) organization where homeless women and their children receive the help and resources they need to build lasting, healthy lives.

It is our policy to hire, promote, transfer, terminate and make all other employment-related decisions without regard to any employee's race, color, sex, age, national origin, veteran status or disability or any other basis prohibited by law. As a religious organization, we are permitted, and reserve the right, to prefer employment on the basis of religion, per Title VII, Section 702-703, vs. Civil Rights Act of 1964. We believe that the effectiveness of this ministry is directly related to the depth and sincerity of commitment to Jesus Christ demonstrated by each employee. Therefore, each employee must be committed to the pursuit of a lifestyle, on and off the job, consistent with our mission, compatible with historical standards of morality and reflecting the message, mission and character of Jesus Christ.

Send Resume and Cover Letter to kerstin@acresofdiamonds.org. Only qualified candidates will be contacted.