



JOB DESCRIPTION

INFORMATION			
Job Title:	<i>Development Associate (Admin)</i>	Wkly. Hrs./Weeks:	29 hrs/week
		Pay Grade:	
Department:	Development	Classification	Part Time Regular
Reports To:	Director of Development Operations	Effective Date:	April 8, 2019

SUMMARY
The Development Associate (Admin) will assist the Development office by answering donor questions, establishing and maintaining administrative procedures, and overseeing all stewardship mailing efforts.

ESSENTIAL FUNCTIONS
<ul style="list-style-type: none"> • Represent the mission of The Master's Seminary and the Office of Development to donors, alumni, faculty, staff, and students. • Communicate the core values of The Master's Seminary among all Development partnerships including: (1) Expository Preaching, (2) the Local Church, (3) Personal Holiness, and (4) Global Missions. • Be a primary point of contact for basic donor questions by phone and email. • Establish and maintain processes for office administration in areas such as gift processing. • Steward donors in creative and strategic ways, both for their encouragement and for the benefit of the institution.

COMPETENCIES
<ul style="list-style-type: none"> • Strong interpersonal and communication skills. • A keen knowledge of and interest in the field of Development and communications. • Skill in the use of personal computers and related software applications. • Ability to develop, plan, and implement short- and long-range goals. • Knowledge of Development rules and regulations. • Ability to coordinate and organize meetings and/or special events. • Proficiency with fundraising software platforms. • Knowledge of budgeting and cost control procedures. • Familiarity with customer records management (CRM) software and/or fundraising software.

QUALIFICATIONS
<p><i>List minimum requirements to be considered for this position:</i></p> <ul style="list-style-type: none"> • Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities. • Must be able to get along with co-workers and the public. • Education: Bachelor's degree preferred. • Experience: 1+ years in a relevant working role. • Demonstrated attention to detail. • Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, and/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds. • Have computer proficiency, particularly in the areas of databases and customer records management (CRM) software. • Excellent oral and written command of the English language. • Ability to compose, proofread and edit correspondence. • Possess excellent organizational skills. • Exercise confidentiality, good judgment, and discernment. • Service oriented and able to interface with many people.

- Multitasking in an environment with many distractions.
- May be required to pass a background investigation.

JOB DUTIES

Administration:

- Donor contact: Field donor questions that come in via phone and email
- Gift processing: Document and transmit checks, identify donors in particular categories (such as new donors, recovered lapsed donors, major gifts), check gift and donor input into database, mail IRS-compliant acknowledgement letters
- Expense reports and reimbursements: Manage corporate credit cards used by the Development office
- Database assistance: Maintain accuracy of donor database

Stewardship Services:

- Prepare and send appropriate mail and gifts for donors—for regular mail cycles, or special occasions such as wedding anniversaries, birthdays, death anniversaries, gift anniversaries
- Identify strategic methods of donor engagement

WORKING CONDITIONS

- Working Environment: Mostly indoors in a typical office environment, with an occasional need to visit other areas on campus.
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- Travel: Some travel involved including overnight stays.

ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with The Master's University & Seminary policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment.
2. Present verification of their identity and authorization to work in the United States.

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.

APPLICATION PROCESS

To be considered for a position, a completed Application for Employment must be submitted to the Human Resources office. The application may be picked up in person in the HR office or is available to be downloaded as a PDF from the web at <http://www.masters.edu/employment>. Your completed application may be dropped off in person, sent via fax (661.362.2717), email (humanresources@masters.edu) or regular mail (21726 Placerita Cyn Rd Box 41, Santa Clarita CA 91321).

Selection Process:

All applications are reviewed by the Human Resources department and where appropriate are forwarded for further consideration. Selected candidates will be invited for a personal interview at The Master's University. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

Application Procedures:

All documents included in your application remain the sole property of The Master's University & Seminary and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.