



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Executive Assistant</i>	EEOC Job Classification	Professionals
		FLSA Classification	Non-exempt
Department:	Development	W/C Classification	8810 – Clerical
Reports To:	Chief Development Officer	Compensation	TBD

SUMMARY

Advance the mission and vision of TMUS by assisting the Development office by answering donor questions, establishing and maintaining administrative procedures, and overseeing all stewardship mailing efforts.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.

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
- Plan and initiate a yearly institutional gift for donors (historically been a Christmas gift)
- Performs other related duties as assigned.

QUALIFICATIONS

- 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.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.

- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Knowledge of Development rules and regulations.
- Ability to coordinate and organize meetings and special events with an emphasis on service and excellent hospitality.
- Proficiency with fundraising software platforms.
- Knowledge of budgeting and cost control procedures.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience.
- At least one-year experience in an administrative customer service role preferably in a fundraising or development environment.
- Familiarity with customer records management (CRM) software and/or fundraising software.
- Demonstrated skill and experience in artistic packaging that is consistent in presentation with the institutional image and branding.
- Proficient in Microsoft Office Suite or similar software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; has full dexterity of hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- No travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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.