

Concordia Academy Mission Advancement Assistant

Job Description

Part-time (20-24hrs/week)

This is a hybrid position, allowing for some work to be done at home.

Reports to: Executive Director

Job Summary:

The primary responsibility of the Mission Advancement Assistant is to support the Executive Director in Mission Advancement.

Responsibilities:

- Prospective donor research
- Management of CA's CRM software (donor information, donation records, communication dates, generation of reports, etc.)
- Management of online giving portals
- Management of donor communication schedule/plan (includes managing and assisting the Executive Director's donor communication schedule/plan)
- Working with the Executive Director on creating a strategic plan for Mission Advancement
- Assisting CA's Events Coordinator in planning Mission Advancement events (includes attending events such as Grandparents Day, Auction, Golf Tournament, Donor Thank You Reception)

To Apply:

Please send a cover letter and resume to Rev. Dr. Timothy Berner, Executive Director, at tim.berner@concordiaacademy.com.