

First Image
Development Team
Development Assistant
Job Description

Reports To: Executive Director of Stewardship Development

Overview: The Development team at First Image is responsible for connecting people to the work that First Image is doing in our city. We work to inspire and facilitate dynamic partnerships with individuals, churches, and businesses in order to fund our three core ministries (Heart, The Reality Project, and Pregnancy Resource Centers). The three core areas specific to Development are events, communications, and partner relationships. The Development Assistant has duties that touch each of these areas, with the majority of their time being spent in support of First Image events.

Principal Responsibilities:

1. Work with the Executive Director of Stewardship Development (EDSD), Events Coordinator and the rest of the development team to execute development activities.
2. Manage the development schedule and timelines.
3. Support activities related to each of our main events annually (Gala, Sanctity of Human Life Sunday, Steps for Life).
4. Support activities related to communications (including social media platforms, email, and direct mail)
5. Support activities related to partner relationships (some calling and contacting of churches and individuals, typically, as related to events).
5. Data-entry and database management.

Qualifications:

1. High School Diploma.
2. A growing relationship with Jesus Christ and His church.
3. Compassion for and commitment to redemptive work in sexual brokenness and abortion.
4. Personal, professional, and public integrity.
5. A “team-mindset” to contribute to and benefit from working together with the whole ministry in order to fulfill First Image’s mission.
6. Administrative skills.
7. Problem solving skills and resilience in the face of obstacles and setbacks.
8. Strong written and oral communication skills.
9. Hands-on experience with donor database tools, Excel, Word, Outlook, Web-Based and New Media tools, and a willingness to learn new apps and systems.

Hours:

This is a part-time position, maxing out at 24 hours per week with associated benefits. Actual weekly hours and schedule are somewhat flexible. Must be available for a weekly development staff meeting on Tuesday mornings.