



Job Description for Development Administrative Assistant

Job Category:	Administrative; Permanent; Full-time
Job Location:	Abbotsford, BC – Arrow Leadership Headquarters
Reporting Relationship:	Reports to the Vice President

Make a Kingdom Impact!

Arrow Leadership Ministries exists to develop Jesus-centred leaders to be led more by Jesus, lead more like Jesus and lead more to Jesus through providing transformational programs, producing exceptional leadership resources and sharpening leaders globally. Arrow Leadership is based in Abbotsford, BC and has deeply invested in thousands of leaders serving in church, parachurch, non-profit and marketplace roles in Canada, the US and around the world. For more information, please visit: www.arrowleadership.org

Position Overview

The Administrative Assistant reports directly to the Vice President to provide administrative and operational support for all growth and development efforts of Arrow Leadership. This includes fund development, ministry partnerships, international expansion and special projects.

This position, while ultimately administrative and project-oriented in nature, contributes directly toward developing Christian leaders for Kingdom impact. Therefore, the candidate should be motivated by helping to fulfil the Great Commission while serving others with an engaging personality and drawing upon a solid spiritual foundation.

Key Requirements

- High capacity
- Detail oriented
- Project management
- Systems thinking
- Engaging personality
- Enjoys interacting with people in person and on the phone
- Self-starter / self-motivated
- Excellent computer/technology skills (e.g., Office 365, Google Business Apps, etc.)
- Solid communication skills (especially writing)

Key Responsibilities

Fund Development Assistance:

- Donor Communication Management
 - Manage annual mailings, including recipient lists, story collection, etc.
 - Engage in regular communication with donors (e.g., thank you's, credit card skips, etc.)
- Donation Acknowledgments
- Donations Reporting & Analytics
- Fund Development Research

Ministry Partnership Development Assistance:

- Support New Ministry Partnerships
- Communication Coordination with Current Ministry Partners

Assisting the Vice President:

- Communications
- International Expansion
- Scheduling
- Special Projects

Arrow Team Participation:

- Weekly team meeting, Bible study and devotionals
- Engage in team prayer
- Participate in Arrow programs and events as requested

Education and Experience

- **Education**
 - Post-secondary degree—business administration or communications preferred (or equivalent in work experience)
- **Experience**
 - Minimum 3-5 years of administrative and/or project management experience, preferably in a ministry or non-profit environment.
 - Communication experience with a wide range of diverse populations.
 - Demonstrated experience working effectively on teams.

Qualifications

- Possesses a growing relationship with Jesus coupled with strong character, integrity and a commitment to growing in faith.
- Proven ability to prioritize multiple tasks, work effectively under pressure and meet deadlines.
- Ability to handle sensitive and confidential information in a discreet and professional manner.
- Ability to foster and maintain positive working relationships.
- The successful candidate for this position must be willing to affirm without reservation the Arrow Leadership Statement of Faith as well as sign and abide by the Arrow Leadership Code of Conduct.

Additional Preferred Skills

- An understanding of both Canadian and American cultures coupled with an ability to engage sensitively in cross-cultural settings.
- Experience working with Salesforce (cloud-based CRM).

Compensation: Arrow Leadership offers competitive salary and benefits (extended health, RRSP, etc.) based on experience and education of the candidate.

Please respond with a letter of introduction and resume to careers@arrowleadership.org. Posting will be open until the position is filled. Please note that only candidates who are shortlisted will be contacted for an interview.