

# Development Administrative Assistant

<b>Job Category:</b>	Administrative; Permanent; Full-time
<b>Job Location:</b>	Abbotsford, BC - Arrow Leadership Headquarters
<b>Reporting Relationships:</b>	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](http://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 exemplify Arrow's values to be Kingdom first, purposefully relational, cultivating trust, wholehearted service and intentionally collaborative while serving others.

## Key Requirements

- High capacity
- Detail oriented
- Systems thinking
- Engaging personality
- Enjoys interacting with people in person and on the phone
- Self-starter / self-motivated
- 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

## Key Responsibilities

### Fund Development Assistance: (85%)

- Donor Communication Management
  - Manage multiple mailings, recipient lists, story collection & development, printing, and mailing.
  - Donor communication engagement (written thank you's, phone and email follow up for credit card skips and other donor-related communication)
  - Receiving and directing incoming phone calls and maintaining office phone messages
- Donation Acknowledgments (e-mail and direct mail)
- Donations Reporting & Analytics (weekly, monthly and annual donation reports)
- Fund Development Research

### Ministry Partnership Development Assistance: (5%)

- Support New Ministry Partnerships
  - Research potential ministry partnership opportunities
  - Set up meetings with potential partners
- Coordinate Communication with Current Ministry Partners

- Manage quarterly mailings to current and potential ministry partners, including emails, letters, and other resources provided to partners.

Assisting the Vice President: (5%)

- Communications
- Scheduling
- Special Projects
- International Expansion

Arrow Team Participation: (5%)

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

## **Education and Experience**

### Experience

- Minimum 3-5 years of:
  - Administrative and/or project management experience, preferably in a ministry or non-profit environment.
  - Proficiency in developing print lists, printing documents and managing mailings.
  - Communication with a wide range of diverse populations.
  - Working effectively on teams.

### **Qualifications**

- Possess a growing relationship with Jesus coupled with strong character, integrity and a commitment to growing in faith.
- Excellent computer/technology skills (e.g., Office 365, Google Business Apps, etc.)
- Solid communication skills (especially writing)
- 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.

### **Compensation**

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

Please respond with a letter of introduction and resume to [careers@arrowleadership.org](mailto: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.