

ADVANCEMENT ADMINISTRATOR

Job Description

I. Title: Advancement Administrator (Part Time)

II. Vision: The Charles Simeon Trust has this aim: to promote the growth of the gospel of Jesus Christ throughout the world by training an emerging generation of Biblical expositors.

III. Purpose: The Advancement Administrator will support the fundraising and communication efforts of the Charles Simeon Trust (CST).

IV. Definition: This individual shall report to the Director of Advancement Operations.

V. Principal Responsibilities:

- Communications administration
 - Solicit program information from team and compile into reportable stories and statistics
 - Send and manage mass email communications
- Fundraising administration
 - Maintain and generate direct mail lists from CRM
 - Implement stewardship plan to thank donors
 - Print and mail small-batch communications such as new donor packets, thank you gifts, and Annual Reports
 - Plan fundraising events
 - Prepare weekly donation report
- Maintain clean data in constituent relationship management database (CRM)
- Order office supplies, paper goods, and promotional materials
- Manage volunteers to help with tasks above, as appropriate

VI. Other Responsibilities

- as assigned by the Director of Advancement Operations and the Director of Ministries.

VII. General Responsibilities

- shall dedicate themselves to prayer and study of the Word
- shall attend with regularity and maintain active membership in a local gospel-preaching church

VIII. Qualifications:

- ability to maintain confidentiality
- strongly detail oriented
- ability to follow through on tasks and meet deadlines
- strong organizational skills
- ability to work with others or independently



- proficiency in office software (MS Word and Excel in particular)
- experience working with a CRM database preferred, but not required
- demonstrated character as outlined in Titus 2
- demonstrated commitment to the vision of the CST
- agreement with the Corporation's doctrinal statement (see Article III of Bylaws)