



Department: Development

Start date: May 2018 (or when filled)

Job title: Development Assistant

Reports to: Elisabeth Young, Development Manager

Hours: Full Time (non-exempt)

The Development Assistant will have four main areas of responsibility:

1. Database Management
2. Analysis and Reporting
3. Data entry
4. Administrative help

Database Management

Maintain customer relationship management (CRM) database. This includes, but is not limited to aggregating, filtering, merging, deduping, and cleansing data. The assistant will work closely with the development team and other departments to ensure data integrity.

Analysis and Reporting

Interpret data, analyze results. The assistant will filter and “clean” data by reviewing reports to locate problems or errors. Provide weekly and monthly reports so the Development Director can identify, analyze, and interpret trends or patterns and locate and define new process improvement opportunities.

Data Entry

Process weekly giving receipts for gifts received, perform data and gift entry in the donor database including donation entries, updating addresses, setting up familial relationships, affiliations, matching donors with soft credits, and ensuring the gift is assigned to the appropriate campaign, removing duplicate records, etc.

Administrative Support

Maintain development inventory of supplies, execute in-house mailings, and assist with the planning and execution of meetings and events.

Job Requirements:

- Travel (no more than 5% or 2-3 trips per year)
- Must be able to lift 40 lbs.

Qualifications:

- Bachelor’s degree (new graduates encouraged to apply)
- Experience with analysis and reporting
- Organized team player with a willingness to learn
- Proficient in Microsoft Word, Excel and PowerPoint
- Experience with Salesforce is a plus.

Resume and cover letter accepted through May 1, 2018 or until the position is filled. Please send files to Charlotte Eastlack, Director of Business & Finance, ceastlack@ccef.org

Candidates must possess an appreciation for and congruence with the stated Christian mission of CCEF to restore Christ to counseling and counseling to the church by thinking biblically about the issues of living in order to equip the church to meet counseling-related needs.