

## Care Net Pregnancy Services of Northern Kentucky

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<b>TITLE:</b>	Development Assistant	<b>REPORTS TO:</b>	Director of Development
<b>LOCATION:</b>	All Northern Kentucky Centers	<b>STATUS:</b>	Non-Exempt

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### PRIMARY FUNCTION

- Assist the Director of Development with all fundraising efforts
  - Provide administrative assistance with programs that generate individual donations, church and business support as well as grant opportunities from corporations, foundations and other grant-giving organizations
  - Assist in the coordination of specific fundraising programs and events such as the Annual Banquet, Annual Appeal, Capital Campaign and the Baby Bottle Campaigns in January, May/June and October, Golf Scramble and 5K Run/Walk
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### PRINCIPAL DUTIES

- Assist the Director of Development in enhancing and refining existing fundraising methods and efforts
  - Manage fundraising timelines as outlined for banquet, golf and 5K events
  - Assist in Newsletter production and email announcements
  - Assist in logistics and recruiting/managing volunteers for events
  - Assist in composing and submitting requests for current and potential grant-giving organizations and individuals in conjunction with the Director of Development
  - Assist in compiling financial report information as needed for grant requests such and all county grants for submission with grant requirements
  - Assist in maintaining an accurate development calendar to track all development activity
  - Maintain Donor/Prospective Donor portfolio via the E-Kyros database
  - Distribute follow up communication to Donors; specifically donation recognition and record of donations and pledges
  - Schedule needed Volunteer assistance
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### KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS

- High School Diploma or GED equivalent or at least 1 year related work/Volunteer experience in a ministry capacity
  - Strong and effective interpersonal and communication skills
  - Intermediate PC skills in a Windows based environment
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### SPECIAL REQUIREMENTS

- Be a committed Christian who demonstrates a personal relationship with God and exhibits a strong commitment to the Pro-Life position
- Versed in Microsoft office, publisher and excel
- Attend Center Advocate Volunteer training
- Candidate must be able to work under pressure and meet deadlines
- Candidate must be detail oriented and organized
- Candidate must be able to multi-task and work independently