



BOISE RESCUE MISSION
MINISTRIES

Boise Rescue Mission Ministries Donor Relations Associate

JOB DESCRIPTION:

Boise Rescue Mission Ministries is seeking a full-time Development Assistant. This position assists the Vice President of Development in completing administrative tasks, communicating with donors, and assisting in fundraising events. This allows the Vice President of Development to focus on meeting more with donors and responding to their needs.

The Development Assistant must hold to the doctrine and constitution/by-laws of Boise Rescue Mission Ministries. The Development Assistant must be a regular attendee of a local church and be willing to sign and adhere to the Mission's Statement of Faith.

This is a full-time position. Normal schedule is 8:30am to 5:00pm, Monday – Friday. This position may require occasional evenings and weekends outside of normal work hours.

RESPONSIBILITIES AND NECESSARY SKILLS INCLUDE:

- **Communication:** Effectively communicates with Vice President of Development to ensure successful completion of tasks. Places thank you calls and sends handwritten notes to donors while sharing the impacts of their gift. Schedules meetings/tours. Handles communication and requests with fellow staff members, volunteers and donors.
- **Production:** Creates action plans and ensures all tasks are completed. Writes purchase orders and creates monthly credit card reports. Updates and enters data into database with accuracy and attention to detail. Exports fundraising reports and sharing images to show the use of funds to donors. Creates and delivers donor recognition plaques and certificates. Collates marketing materials to give to target audiences.
- **Events:** Participates in facility tours and Mission events. Takes part in development office meetings and special events. Takes photos of groups with donations.
- **Flexibility:** Willing to take on other responsibilities as needed to support the work of the Mission.

THE IDEAL CANDIDATE IS SEEKING A REWARDING CAREER, COMMITTED TO LEARNING, AND WILL DEMONSTRATE:

- A genuine interest and passion for the Mission, Vision, and Values of Boise Rescue Mission Ministries. Is a strict advocate for the Rescue Mission's brand and identity in the community.
- A self-starter attitude, and the ability to ask questions when needed
- Excellent listening skills
- A team-player mentality with superior interpersonal and collaboration skills
- The ability to multitask and prioritize a number of projects

PREFERRED EDUCATION AND SKILLS:

- Minimum Education: High School Diploma or equivalent
- Proficient in Microsoft Word/Excel/Outlook/PowerPoint
- Office assistant experience, a plus
- Raiser's Edge database experience (queries, data entry, etc.), a plus
- Experience using office equipment
- Intermediate typing and computer skills
- Confidence in interacting with the community in person, on the phone and via email

We are a Christian non-profit organization dedicated to serving homeless people in the Treasure Valley, and while doing so, try to bring them closer to God.

Join us and see the incredible impact you can have on people in need in our community!