

THE FRIENDS OF ISRAEL GOSPEL MINISTRY, INC.

POSITION DESCRIPTION



THE
Friends of Israel
GOSPEL MINISTRY

Building bridges. Bringing hope.

Position: Administrative Assistant for Ministry Support

Reports to: Director of Ministry Support

Purpose of the Position

The Administrative Assistant for Ministry Support performs a wide range of administrative and project-based duties in support of the responsibilities and goals of the Director of Ministry Support and the organization.

Position Qualifications

- Proficient administrative and standard office software skills
- Demonstrate project management experience (minimum 3 years)
- Deep desire to assist and serve the Lord and others with humility, kindness, and flexibility
- Excellent organizational and planning skills
- Able to accomplish tasks assigned with minimal supervision
- Able to quickly learn programs used for donor tracking and reporting
- Demonstration of reasoned independent judgment
- Desire to achieve personal and organizational growth
- Exceptional interpersonal skills with the general public, donors, and fellow employees
- Comprehension and support of the mission and policies of The Friends of Israel
- High school diploma or equivalent required, Associates degree preferred.

Position Responsibilities

- Follow directives, in a supportive role, from the Director of Ministry Support
- Handle details related to fundraising including (but not limited to) conducting research, drafting reports, creating schedules and timelines, managing deadlines and workflows, keeping project management systems updated, and facilitating organizational correspondence/communications within the purview of the Ministry Support Department
- Handle administrative functions such as scheduling and planning meetings, submitting marketing forms, tracking budgets, organizing invoices, ordering office supplies, and overseeing details associated with complex task tracking
- Work in concert across multiple departments/ministries with project managers, marketing, writers, donor relations/advancement, other assistants, outside vendors and consultants to ensure smooth and timely project completion
- Work collaboratively to brainstorm various approaches to fundraising, problem-solve, and implement project strategies to reach fundraising goals
- Assist the director and the department with donor correspondence, as needed
- Manage, complete and report on special projects for the director, as requested
- Maintain all necessary files related to the position and departmental responsibilities
- Complete any and all other duties as directed by the Director of Ministry Support

Professional Training

The Administrative Assistant will maintain competency in the position through membership in appropriate professional associations and attendance at professional seminars. Any specific training needed by the Administrative Assistant (i.e. DonorDirect, Wrike Project Management, etc.) will be provided by FOI.

2021-12-21