

# **The Friends of Israel Gospel Ministry, Inc.**

## **Position Description**

Position: Administrative Assistant for Ministry Advancement

Reports to: Planned Giving Representative

Hours and Environment: Full-time (35 hours/week), in office at HQ

### Purpose of the Position

The Administrative Assistant for Ministry Advancement is responsible for the support of the Ministry Advancement department by completing assigned tasks efficiently and communicating with supporters effectively.

### Position Objectives

- Support the general mission of The Friends of Israel Gospel Ministry
- Represent FOI, and communicate its mission and vision in a favorable manner
- Support the Ministry Advancement objectives including, but not limited to, planned giving
- Conduct assigned administrative tasks independently
- Communicate with department reps and other FOI staff members

### Position Qualifications

- A heart for the mission of The Friends of Israel Gospel Ministry
- Agreement with the Doctrinal Statement and Principles & Practices of The Friends of Israel Gospel Ministry
- Excellent organizational and communication skills
- Ability and willingness to learn quickly and work independently with provided computer programs and office equipment
- A working knowledge of Microsoft Office, especially Word and Excel
- Experience with Concur and Google Workspace including Gmail, Drive, Docs, and Sheets is a plus
- High School diploma or equivalency

### Position Responsibilities

- Approving and submitting monthly expense reports for the department using Concur
- Maintaining donor accounts using the donor tracking software
- Communicating with ministry supporters through phone calls, letters, and emails
- Communicating with the department and other ministry staff members
- File updating, scanning documents, and detailed record keeping
- Maintaining accurate and detailed records of transactions and received contributions, sending requested items to supporters, sending receipts to donors
- Placing orders for supplies for the department
- Participating in the planning and support of various ministry events
- Attending required conferences, such as the Staff Conference and the Lancaster Prophecy Conference, which include multiple days and overnight stays
- Participating in video meetings such as monthly department meetings and weekly chapel
- Assisting in the training of any new staff members as needed
- Other duties as assigned in support of the Ministry Advancement department and its responsibilities

### Professional Training

The Administrative Assistant will maintain competency in the position through participation in opportunities for professional development as provided by the Ministry Advancement department.

Updated 10/24/2022