

Job Description: **Development Administrator**

**Organization:** Interserve USA is an international, interdenominational community dedicated to making Jesus known in North Africa, Asia, and the Middle East. Sending professionals skilled in healthcare, engineering, business, IT, finance, education, social work, and more, we prepare cross-cultural servants to use their God-given gifts and training to transform lives and communities in partnership with the global church. Since 1852, when Interserve was launched by women in South Asia, we have remained committed to caring for the poor and marginalized and sending people to live and work in places where few, if any, have encountered Christ. Our U.S. office is one of 14 national offices working together to mobilize multinational teams.

**Position Summary:** The key role of the Development Administrator is to facilitate and enhance the Executive Director’s efforts to build relationships with current and potential donors to promote increased giving to the Core Ministry Fund (CMF), Interserve USA’s general fund. The Development Administrator will accomplish this by handling the administrative components needed to support the fund development process. This includes, but is not limited to, identifying and tracking key relationships, overseeing correspondence with donors, and planning relationship-building events with alumni, existing donors, and potential donors.

This position will also assist the Executive Director in other endeavors to support Interserve's overall objectives, as described below. As such, the Development Administrator may be asked to perform duties outside the scope of the position description.

**Reports to**: the Executive Director.

**Commitment**: Part-time, non-exempt, 5-8 hours per week. May work remotely. Compensation is $15 per hour.

**Specific Development duties**:

* Donor Cultivation
	+ Tracks contacts, manages correspondence, and oversees responses of CMF donors and potential CMF donors in each category.
	+ Helps the Executive Director plan events (e.g., brunches, lunches, dinners, coffees, and seminars) with existing and potential donors that align with the Executive Director’s travel schedule.
	+ Assists the Communications Director with planning, writing, and editing critical social media posts, email messages, appeal letters, pamphlets, and brochures that encourage financial partnership with Interserve USA.
* Donor Relations
	+ Initiates correspondence to CMF donors and potential CMF donors, including thank you notes, birthday cards, and other communications on behalf of the Executive Director.
	+ Tracks and responds to key prayer requests for existing and potential CMF donors.
* Database Analysis and Maintenance
	+ Assists in preparing the Fund Development reports for the semi-annual Fund Development Board Committee meeting.
	+ Assists with keeping donor databases up to date and formatted correctly.

**Other duties for the Executive Director**:

* Composes and edits drafts and answers general correspondence.
* Creates reports, memorandums, correspondence, and emails as required.
* Assists in making travel plans, meetings, and event arrangements.

**Mobilization**:

* Encourages others to pursue going to the Harvest field.
* Looks for opportunities to engage people interested in cross-cultural work.
* Connects each prospective applicant to the appropriate Area Coordinator.

**Essential Qualities**:

* Personally committed to following the Lord Jesus Christ.
* Shows ongoing spiritual growth and development.
* Expresses a spirit of hospitality toward all colleagues, partners, alumni, donors, potential donors, and foundations.
* Embraces and lives out Interserve’s vision and values.
* Demonstrates teamwork, dependence on God, humility, servanthood, and excellent attention to detail.
* Works independently and takes initiative.
* Anticipates and meets needs as a self-directed learner.
* Comfortable working across multiple time zones in a multicultural setting, with a passion for cross-cultural holistic ministry.
* Demonstrates flexibility and a willingness to adapt to changing personnel and circumstances.
* Independently manages multiple tasks and priorities.

**Professional Requirements:**

* Overseas living or mission experience.
* Bachelor's degree in a related field or qualifying work experience.
* Training and/or experience in communications and social media.
* Ability to learn and use all Interserve communications and data management platforms.
* Database management experience preferred.
* Skilled in verbal and written communication.
* Skilled in using Microsoft Office.

Agreement with the policies and procedures in the Interserve USA Employee Handbook is required.

*Interserve USA is an employer-at-will. As such, Interserve USA reserves the right, as the employee does, to terminate the employment relationship at any time, with or without reason.*