



Ministry Partnerships Assistant

Position Title:	Ministry Partnerships Assistant	Office:	Care Net HQ (VA)
Reports To:	VP of Donor Relations	Exempt/Non-Exempt:	Exempt
Department:	Major Donors & Foundations	Current Staff:	OPEN
Direct Reports:	None	Date Revised:	March 27, 2024

About Care Net:

Care Net is a national, non-profit organization assisting and promoting the faith-based, life-affirming work of pregnancy centers and churches across North America. For 10 straight years, Care Net has been a Certified Best Christian Workplace by the Best Christian Workplaces Institute. Compassion, hope, and help run through everything we do at Care Net. Join us in helping women and men choose life for their unborn children and abundant life for their families.

Position Focus:

Reporting to the Vice President of Donor Relations, the Ministry Partnerships Assistant is a crucial member of Care Net's Major Donor & Foundations team. The focus of this position is to provide administrative support to the MD&F Team, enabling team members to focus more of their attention on donor engagement.

Core Responsibilities:

- **Manage Major Donor & Foundation Receipt letter process**
 - Upload new receipt letter to Virtuous CRM once approved by VP of Donor Relations
 - Runs receipt reports daily
 - On a daily basis, print letters or save electronically and provides to Account Managers to write personal notes
 - Manually create soft credit (passthrough) gift receipts
 - Assign tasks to Account Managers
- **Manage monthly devotional mailing to Account Managed monthly donors**
 - Print letters for MGOs to sign (if requested)
 - Prepare envelopes, stamps, mails
 - Document sent in donor database
- **Assist with the process for MD&F mass mailings**
 - Manage President & CEO's newsletter mailing
 - Assist with "mail processing" (mail merging, printing, stuffing, postage, to post office, etc.)
 - Document mailed items to donors in donor database
- **Assist with organizing MD&F events** (*Ministry Briefings, National Conference event, etc.*)
 - Assist Account Managers in preparing and executing all details of the event
 - Take lead in developing or requesting collateral for events (ex. host invitations, text graphic, etc.)
 - Tracking RSVPs in event module of database and helping follow-up with attendees and potential attendees
- **Provide Administrative Support to MD&F Team**
 - Assist VP of Donor Relations with creating monthly, quarterly, bi-annual, and annual reports and mailing lists
 - Manage Call Report documentation in database for Account Managers and follow-up emails to appropriate staff
 - Assist MGOs with travel planning for donor trips (i.e. booking flights, hotels, cars)
 - Manage discussion items list for Bi-Weekly Team Meetings and capture notes and action items
 - Mail supplies to remote MGOs as needed/requested
- **Other**
 - Manage inventory and ordering of all collateral and stamps for MD&F Team and monitor supplies budget
 - Travel and participates in Care Net's Annual Conference and other trainings as approved by VP of Donor Relations
 - Create an annual Leadership Development Plan detailing desired ways to grow professionally
 - Other duties as assigned

Requirements:

Faith

- Committed Christian who demonstrates a personal relationship with Jesus Christ by keeping Christ central in their individual and corporate lives and exhibiting the fruits of the Spirit.
- Possesses a strong commitment and dedication to evangelism, the pro-life position, and the sanctity of the family.
- Agrees with and upholds Care Net's Statement of Faith, Core Values, Mission and Vision, and Code of Conduct.

Soft Skills

- Strong interpersonal communications skills and emotional intelligence
- Strong organizational, written, and oral communication skills
- Exhibits a self-starter attitude and handles tasks independently
- Highly detailed and organized...and manages time and task completion effectively
- Strong analytical and problem solving abilities
- Ability to thrive in a sometimes fast-paced, always teamwork driven environment
- Energized by administrative work and supporting the success of others
- Proven ability to be highly effective while working remotely; *if distance from HQ meets guideline for partial remote*

Software

- Expert with Excel/Google Sheets, Word/GoogleDocs, PowerPoint (*efficient with advanced functions*)
- Experience with navigating and running reports and queries in a Customer Relationship Management database (CRM) such as Salesforce, Virtuuous, Raiser's Edge, Donor Perfect, etc. If no experience, must have a strong aptitude for learning tech quickly.

Other

- Ability to travel periodically to National Conference, and training events.
- Bachelor's degree from an accredited four-year college or university preferred, or commensurate work experience

To apply for this position, please email your resume and cover letter to Tom Patras, Vice President of Ministry Partnerships, at tpatras@care-net.org

Care Net Benefits:

