



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: April 23, 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 (MD&F) 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 daily major donor and foundation receipting process
- Manage monthly and bi-annual mass mailings to major donors and foundations
- Provide administrative support to the Major Donor and Foundations Team, including but not limited to running reports, assisting with travel arrangements, shipping supplies to remote employees, ordering team collateral and stamps within and department budget.
- Assist with organizing and executing major donor and foundations events
- Travel and participate in Care Net's Annual Conference and other training as approved by VP of Donor Relations
- 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 communication 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 guidelines for partial remote*

Software

- Expert with Excel/Google Sheets, Word/Google Docs, and PowerPoint (*efficient with advanced functions*)
- Experience with navigating and running reports and queries in a Customer Relationship Management database (CRM) such as Salesforce, Virtuous, 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:

 <p>3 MEDICAL PLANS</p>	 <p>1 DENTAL PLAN</p>	 <p>1 VISION PLAN</p>	 <p>EMPLOYER HSA CONTRIBUTION</p>
 <p>401 (K) RETIREMENT PLAN: Agency Match and Safe Harbor</p>	 <p>LEGAL PLAN</p>	 <p>ACCIDENT, HOSPITAL INDEMNITY, & CRITICAL ILLNESS</p>	 <p>8 PAID HOLIDAYS PLUS CHRISTMAS TO NEW YEARS OFF PAID</p>
 <p>ANNUAL PAID TIME OFF STARTING AT 20 DAYS IN YEAR ONE</p>	 <p>CARE NET PAID LIFE & AD&D INSURANCE</p>	 <p>CARE NET PAID SHORT-TERM & LONG-TERM DISABILITY</p>	 <p>TUITION AND EDUCATION ASSISTANCE AT 3 CHRISTIAN UNIVERSITIES</p>
 <p>PROFESSIONAL DEVELOPMENT OPPORTUNITIES</p>	 <p>EMPLOYEE ASSISTANCE PROGRAM (EAP)</p>	 <p>5 WEEKS PAID NEW PARENT LEAVE</p>	 <p>WORK PERKS- BIRTHDAY LEAVE, DISCOUNT PROGRAMS, FLEX TIME, PROFESSIONAL MEMBERSHIP DUES</p>