

LUTHERAN FAMILY SERVICES ROCKY MOUNTAINS

Job Description

Job Title: Church Relations and Development Assistant
Department: Metro Office
Reports To: Vice President of Resource Development
FLSA Status: Non-Exempt
Prepared By: Forté Human Resources
Prepared Date: January 27, 2016
Revised Date: February 28, 2017
Approved By: Forté Human Resources
Approved Date: February 28, 2017

SUMMARY

The Church Relations and Development Assistant is a dual position which helps maintain, create and cultivate authentic ministry partnerships with congregations, clergy, parishioners and other community groups that wish to partner with LFSRM. This position also provides administrative support services for the Vice President of Resource Development and the Development staff.

ESSENTIAL DUTIES AS CHURCH RELATIONS ASSISTANT include the following:

- Calls on congregations as part of the LFSRM Development team.
- Helps create, organize and implement the Church Relations Plan.
- Makes arrangements with church staff or lay leadership in order to coordinate visits, build relationships and facilitate communication with the congregation.
- As assigned by the Vice President of Resource Development, maintains ongoing communication, acknowledges service support and coordinates shared ministry opportunities with congregations.
- Tracks direct service activities, Lutheran Family Services presentations, and participation in Lutheran Family Services Rocky Mountains (LFSRM) special events by assigned congregations.
- Coordinates hands-on activities with congregations through discussion and needs assessments with program staff.
- Collects, edits and distributes monthly church bulletin announcements in collaboration with VP of Program Services and Development staff.
- Assists the Vice President of Development and the Director of Major and Planned Giving in making requests/presentations for financial support to congregations, church boards and committees, and other faith-based groups.

OTHER DUTIES AS CHURCH RELATIONS ASSISTANT

- Records notes about visits and congregational involvement in the contact section of Database.
- Creates reports and summaries of congregational activity as requested by the VP of Resource Development.
- Responsible for keeping display and display materials in working order.
- Assists Development staff in choosing promotional materials and keeping a supply of them available.

ESSENTIAL DUTIES AS DEVELOPMENT ASSISTANT include the following:

- Assists the Development staff in representing the agency at community outreach activities.
- Provides support for database management in data entry, reporting and analysis.
- Helps with a variety of special event activities when needed.
- Assists the Vice President of Development in managing and tracking fundraising and capital campaigns.
- Participation in donor cultivation and retention activities.

- Receives volunteer requests from community groups, churches, corporate groups and individuals, distributes them to the proper department and tracks follow up.
- Connects with designated program staff to ensure all contacts with churches and faith-based agencies and organizations are being regularly and accurately recorded in Raiser's Edge database system.

OTHER DUTIES AS DEVELOPMENT ASSISTANT include the following:

- In the absence of the receptionist, occasionally receives the public, provides Corporate Office callers and visitors with general information requiring knowledge of the agency along with its policies and procedures.
- Performs other duties as assigned

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Understanding of the structure and the practices of the Lutheran Church Missouri Synod and Evangelical Lutheran Church in America.
- Ability to perform a wide range of support service tasks, such as establishing and maintaining record systems; composing correspondence; operating standard office equipment; and performing office management details independently.
- Strong computer skills in Word, Excel and Raiser's Edge.
- Ability to research, organize and accurately assemble information for proposals, reports and presentations.
- Thorough knowledge of office methods and procedures, spelling, punctuation and grammar.
- Ability to follow written and verbal instructions and to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with others.
- Ability to handle stressful situations in a productive manner.
- Ability to be detail-oriented and meet deadlines
- Ability to represent the agency in interpersonal communications with a high degree of professionalism and knowledge of agency mission and services.
- Possesses a valid Colorado driver's license; has a reliable and consistently available vehicle; and is able to regularly travel throughout the agency's service area by way of interstate highways and primary and secondary roads, including those passing through the mountainous terrain within the state and region. Must carry automobile liability insurance at the level of 100,000/300,000/100,000.
- Demonstrates commitment to the Mission, Vision, Values and Spirituality statements.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year College or technical school; one to three years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

None required

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

OTHER

- Equipment used: standard office equipment
- Access: stairs and elevator
- Travel: some travel required to churches and corporations for meetings and presentations
- Work Hours/ Shifts: Full-time and actual hours vary depending on calls

Employee Signature

Date

Employee Name Printed