



Job Description

Title: Executive Assistant to the Vice President, Development

Qualifications: Must possess a vibrant personal relationship with Jesus Christ and agree with the Joni and Friends statement of faith. Desire to serve in a growing and dynamic Christian service ministry. Must be a self starter who is flexible and able to multi-task in serving the Vice President of Development. Is also able to support and work cross-functionally with other departments. Capable of working well in a team environment and committed to professionalism and respect in interactions with co-workers and people served by the ministry. Must possess the ability to effectively organize and prioritize a wide range of daily tasks with varied deadlines. Sets a high standard of leadership in maintaining a sense of tidiness/orderliness in the workplace. The initiative to seek work where needed when specifically assigned tasks are completed. Good judgment required in recognizing and maintaining confidentiality of sensitive information along with effective and diplomatic communication skills, both verbal and written. Must be reliable, cooperative, and exhibit enthusiasm with self motivation and initiative. Proficiency in Microsoft Office applications a must.

Status: Full-time, exempt

Reports To: Vice President, Development

Salary: Commensurate with experience

Duties: Under the supervision of the Vice President of Development, support and implement the overall objectives of Joni and Friends' strategic plan. Specific responsibilities include but are not limited to:

1. Provide administrative support to the Vice President, Development in an efficient, timely and effective manner. Administrative responsibilities include but are not limited to:
 - a. Making travel arrangements for ministry and/or ministry related engagements,
 - b. Maintaining calendars, contact lists and scheduling/coordination of meetings,
 - c. Organization of phone calls, correspondence and other mail to include drafting letters and answering or managing emails,
 - d. Preparing and tracking expense reports,

- e. Processing and delivering interoffice mail,
 - f. Creating agendas, organizing and attending meetings with the Vice President and taking corresponding minutes as needed/requested and distributing accordingly,
 - g. Editing of presentations and preparation of powerpoint presentations as needed,
 - h. Possess the ability to speak “on behalf of” the Vice President when necessary and attend meetings in his/her absence, as well as reporting back with action items.
 - i. Anticipating the needs of the Vice President prior to meetings, providing background information on visitors, details/agenda for meeting and setting up any necessary equipment.
 - j. Hosting meetings as requested, both on and offsite.
2. Act as liaison to IDC guests: coordinate invitations and visits, prepare for meetings, plan and orchestrate luncheons, follow-up calls and correspondence, and other needs as appropriate and requested to meet the needs of guests.
 3. Works closely with the Manager, Major Donors and others in the Development department to facilitate correspondence and foster relationships between donors and executive staff.
 - a. Assists in planning major donor events including but not limited to the annual President’s Retreat, Golf Retreat, luncheons or other meetings.
 - b. Acts as liaison/point person for Development Academy, coordinating travel, accommodations, honorariums, correspondence and other details for invited participants.
 - c. Attends major donor events (President’s Retreat and Golf Retreat) to assist Vice President. Requires weekend work and travel.
 - d. Become proficient in the operation of Joni and Friends donor database (Raiser’s Edge).
 - e. Assist in updating Development Plan and Annual Budgets.
 4. Assist in proofreading process of Direct Mail for national mailings, Field Office Newsletter/Appeal mailings, grants, emails, etc.
 5. Help maintain a tidy and professional appearance of the Vice President’s office/workspace
 6. Works closely with other Executive Assistants on ministry projects and/or events, providing assistance and oversight as needed. Provides coverage for other Executive Assistants during applicable meetings when they are out of the office.
 7. Provide support to Development team as needed (including but not limited to facilitating the approval process for documents, emails, direct mail, etc.)
 8. Provide training to other Executive Assistants as needed.

9. Maintain emergency evacuation procedures and assist in the case of emergencies.
10. Other projects and activities as needed including interfacing and assisting with other departments to meet the needs and strategic objectives of Joni and Friends International Disability Center.
11. The Executive Assistant to the Vice President plays a leadership role and sets a high standard in conduct, appearance, work habits, and overall professionalism for the Development team and overall ministry.

Ministry Life:

As a ministry, Joni and Friends strives to exemplify Jesus Christ and bring Glory to God in all we say and do. To that end, employment at Joni and Friends is to be taken seriously as one who is not simply considering employment, but committing to the core mission of the organization to fulfill the biblical mandate of inclusion of those with disabilities into the full-life of the church. All employees of Joni and Friends participate in its ministry wide prayer life, leadership training and other general staff training that may take place from time to time.

Below outlines the vision, mission, values and pillars of Joni and Friends:

VISION: *“To accelerate Christian ministry in the disability community.”*

MISSION: *“To communicate the Gospel and equip Christ-churches worldwide to evangelize and disciple people affected by disabilities.”*

VALUES:

1. Honor God in everything we do.
2. Build relationships based on trust and respect.
3. Maintain integrity and excellence in programs and services.
4. Practice responsible stewardship

FOUR PILLARS OF MINISTRY

1. Lead Like Jesus*
2. Integration
3. Excellence in area of expertise
4. Best Christian Workplace

** Lead Like Jesus is a course of study provided to all employees and is based on the book written by Ken Blanchard and Phil Hodges of the same name. The Lead Like Jesus course is the model which governs our ministry culture and contributes significantly to Joni and Friends maintaining its certification as a “Best Christian Workplace” according to surveys by the Best Christian Workplace Institute (BCWI).*

Please submit a resume with cover letter to employment@joniandfriends.org.
In your cover letter, please include how you learned of this job posting.

No phone calls please