



MINISTRY DESCRIPTION

Title: Development Administrative Manager
Division: Development
Working Group: Development - General
Reports to: Vice President - Development Resources

Schedule: Regular, full-time
FLSA: Exempt

Ministry Function

The Development Administrative Manager supports the ministry of Convoy of Hope by assisting with all aspects of administrative support, event support, and project management for the Development team.

Essential Duties & Responsibilities

1. Acts as point of contact for the Chief Development Officer, Vice President of Development Resources, and Vice President of Partner Development, which includes but is not limited to:
 - a. Calendar.
 - b. Preparation for meetings.
 - c. Project management.
 - d. Donor communications.
 - e. Detailed follow-up on projects assigned by Supervisor.
2. Demonstrates sound decision-making ability on behalf of the Chief Development Officer, Vice President of Development Resources, and Vice President of Partner Development, ensuring project deadlines are managed and met as assigned.
3. Composes correspondence and compiles report, word processing, and spreadsheet creation.
4. Coordinates all travel arrangements for the vice presidents of Development and other team members in cooperation with the Travel Manager as requested.
5. Maintains department and public calendars and schedules.
6. Prepares expense reports for the vice presidents of Development.
7. Provides support for Development events and trips as directed by Supervisor.
8. As part of the Development Resource team, works to assist team members with time-sensitive or high-volume projects as needed.
9. Manages confidential information in a professional manner.
10. Interacts with staff at all levels of the organization in a gracious and supportive manner.
11. All other duties as assigned.

Required Knowledge, Skills & Abilities:

1. Bachelor's degree is preferred; high school diploma is required.
2. 2+ years' previous experience in assisting executive level positions or demonstrates the ability to thrive in a similar environment.
3. Ability to use a PC and software programs that include but are not limited to Gmail, Word, Excel, and PowerPoint.
4. Strong organizational skills for handling several projects at one time. Must be detail-oriented with the ability to follow through without direct supervision.
5. Excellent interpersonal communication skills for dealing with contractors, vendors, and donors.

6. Excellent written and verbal communication skills.
7. Experience working with confidential material.
8. Serve as an advocate for the ministry, striving to nurture, broaden, and develop financial and other resource opportunities to support and expand organizational and program ministry.
9. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
10. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities

This position has no direct supervisory responsibilities.

Created: June 1, 2017
Revised: July 9, 2018
Revised: July 1, 2020