CARE NET PREGNANCY CENTER OF DANE COUNTY
POSITION DESCRIPTION

JOB TITLE

- Title: Development & Special Event Assistant
- Reports To: Advancement Director
- Date Analyzed: 07/2019
- Wage Category: Non-Exempt
- Hours: 20 - 24 hours per week; occasional evening and weekend hours may be required

JOB FUNCTION

The Development and Special Event Assistant is an integral member of the Development team. This individual works closely with the Advancement Director to plan and implement successful fundraising and special event campaigns and promotes Care Net Pregnancy Center to the community at large. The Assistant is directly involved with special event logistics; communication with community members, churches and with donors under the direction of the Advancement Director.

DUTIES & RESPONSIBILITIES - ESSENTIAL FUNCTION OF JOB

A. Special Event Management
   1. Work with Development team to ensure successful events, assuming major responsibility for event details, logistics and volunteer management. Coordinate and monitor event timelines and ensure deadlines are met.
      - Provide support for all event logistics, including but not limited to creating nametags, ordering and picking up supplies, preparing table host materials, supporting table hosts with logistical or technical issues, maintaining database and managing event guest registration processes, corresponding with attendees pre and post event.
      - Provide primary oversite for Sanctity of Human Life Sunday and Baby Bottle Campaign: Plan and promote campaign, provide support and leadership to volunteers and church liaisons, coordinate delivery and pick up of baby bottles to churches; oversee post event related duties including storage, inventory, bottle prep and maintenance, record keeping, thank you notes, etc under direction of Advancement Director.
      - Provide creative input for all event planning and marketing strategies to achieve ministry goals for all events.
   2. Manage Volunteer Groups
      - Coordinate and provide oversite for volunteer special group projects for churches, community groups, youth organizations and individuals as needed.

B. Speaking Opportunities: as a member of the Development team, effectively speak on behalf of Care Net to donors and community.

C. Development Support:
   1. Support Advancement Director with special mailings, spreadsheets, database management and preparing reports as needed.
   2. Assists with donor gift acknowledgements and stewardship activities to encourage relationship building.
3. Work with development team to develop and implement social media communications to attract donors and keep current donors engaged.
4. Aid in preparing newsletters, video production, annual reports, email or special appeals as needed.

D. **Other duties** as assigned by Advancement Director.

**KNOWLEDGE, SKILLS & ABILITIES**

A. Excellent verbal and written communication skills.
B. The ability to creatively use multiple communication platforms, including: print, web, social media, multi-media, and face to face presentation.
C. People oriented, having the ability to relate to people in a friendly and professional manner.
D. Ability to work independently as well as part of a team. Demonstrate strong project management and collaboration/networking skills.
E. Excellent administrative abilities, able to see every detail through to the end.
F. Able to deal with confidential information in a confidential manner.
G. Is conscientious while representing the organization; ability to work with people with a welcoming spirit.

**POSITION SPECIFICATIONS**

A. Minimum 2 years nonprofit or special event experience.
B. Experience with marketing, social media, special event planning.
C. Strong organizational skills and a high attention to detail.
D. Willingness and ability to work some evenings and weekends.
E. Must show evidence of a personal relationship with Jesus Christ and demonstrate a strong Christian life.
F. Attend church on a regular basis.
H. Dependent on Holy Spirit “Not by might, nor by power, but by My Spirit, says the Lord of Hosts.” Zech. 4:6

Please send a resume and cover letter to Kristine Fischer at kristinef@carenetdane.org

No phone calls please