

ADVANCEMENT ADMINISTRATOR

Job Description

I. Title: Advancement Administrator (Part Time)

II. Vision: The Charles Simeon Trust has this aim: to promote the growth of the gospel of Jesus Christ throughout the world by training an emerging generation of Biblical expositors.

III. Purpose: The Advancement Administrator will support the *One World Campaign* of the Charles Simeon Trust (CST). This individual will work with the Director of Advancement Operations on the implementation of development and communication strategies for the whole organization.

IV. Definition: This individual shall report to the Director of Advancement Operations.

V. Principal Responsibilities:

- Print and mail donation receipts twice per month
- Send and manage mass email communications
- Update and maintain constituent data
- Print and organize other communications such as appeals, new donor packets, thank you gifts, and Campaign documents

VI. Other Responsibilities

- as assigned by the Director of Advancement Operations and the Director of Ministries.

VII. General Responsibilities

- shall dedicate themselves to prayer and study of the Word
- shall attend with regularity and maintain active membership in a local gospel-preaching church

VIII. Qualifications:

- agreement with the Corporation's doctrinal statement (see Article III of Bylaws)
- proficiency in office software (MS Word and Excel in particular)
- strong organizational and management skills
- ability to work with others or independently
- ability to follow through on tasks and meet deadlines
- detail oriented
- ability to maintain confidentiality
- demonstrated character as outlined in Titus 2
- demonstrated commitment to the vision of the CST

