



American Baptist Churches USA

American Baptist Churches is one of the most diverse Christian denominations today, with over 5,200 local congregations comprised of 1.3 million members across the United States and Puerto Rico.

Join a vibrant ministry that is helping people
serve as the Hands and Feet of Christ

Executive Assistant – Development Office

Role and Responsibilities: The Executive Assistant will serve as primary administrator for the Development Office, providing comprehensive administrative support to the Director of Development. Assist the Director of Development in office administration, including calendar coordination, arranging meetings/ special events, toward end result of raising funds for ABCUSA. Operate as the systems administrator for the fund-raising database of ABCUSA. Assist the Director of Development in proofreading all promotional material for consistency, grammar, spelling and ABC language/terminology/programs. Assist the Director of Development in handling confidential, complex, as well as routine assignments, with little or no supervision. Relate to The Board of General Ministries and the Development Advisory Team on a variety of matters, requiring judgment and broad knowledge of the denomination. The Executive Assistant plays an important role by providing administrative support to the Development Office in all fundraising activities, including donor and public relations, direct mail appeals, and special events.

Education and Experience: BA or equivalent years of experience as an administrator. Extensive knowledge of denominational structure. Proficiency in Microsoft Word, Excel, PowerPoint and Database management experience. Excellent interpersonal skills. Excellent written and oral communication skills. Ability to manage multiple major priorities and to make independent decisions simultaneously. Ability to handle extremely sensitive and confidential information.

Compensation: Competitive compensation package including employer paid contributions to a 403b retirement plan, healthcare benefits (medical, dental & vision) and paid time off (vacation, sick leave and holidays).

If you are ready to be a part of this dynamic organization, send a cover letter, resume, and name/address/phone numbers of three (3) professional references to:
jobs@abc-usa.org.

This posting will close on **May 31, 2013**

American Baptist Churches USA is an equal opportunity employer.

www.abc-usa.org