

Position: Development Assistant

Reports to: Development Director

Classification: Part-time; 10-15 hours/week with some hours remote after training is completed

10 hours/week is not guaranteed. More hours required as approved for weeks prior to and after events. Office hours Tuesday and Wednesday 9-2p & one Monday night per month for pictures of Monday Meets.

Pay Range: \$16.00/hour

Job Description and Expectations:

This person will be responsible for coordinating, scheduling and working on details for all fundraising events. This person will work in collaboration with the Development Director. This person will be responsible for organizing, facilitating and overseeing auctions associated with events. This person will also maintain the website as well as social media platforms. The ideal candidate is creative, has some experience with marketing and graphic design. Experience with Canva is a plus. The ideal candidate will have a passion for ministry with young single mothers and their children. This person will also love Jesus Christ and His Church.

Duties and Responsibilities

- Excellent verbal and written communication skills
- Works well with others
- Able to work independently; self starter
- Strong organizational skills
- Maintain our website
- Maintain our social media accounts
- Choosing/scheduling event venue
- Decorations and signage for events- designing, ordering and picking up
- Auction- organizing, recruiting donors, follow-up thank you's, Donor Perfect (donor database) input process and receipting process
- Selecting food for events
- Assist in marketing for events which may include designing and ordering t-shirts, mugs, water bottles...etc.
- Will participate as needed on respective Committees for events

Job Responsibilities

- An Associate's degree or higher is a plus
- Candidate must have personal transportation to use as needed for job tasks
- Maintaining strict confidentiality concerning all participants of Hope Unexpected
- Must be present for all fundraising events, dates given upon hire

*Interested candidates, please email resume to Olivia@HopeUnexpected.org. No phone calls please.