



DEVELOPMENT ASSISTANT

2023

Job Title: TBD

Reports To: Development Director

Position Status: Full Time Hourly, with seasonal flexibility

Pay Structure: Based on experience

Start Date: 3/1/2023

Benefits:

- PTO
- Medical, Dental & Life Insurance
- 401k after six months of employment

Western Christian School is looking for a Development Assistant committed to the values of Christian Education. The ideal person will have the experience, skills, and passion for our mission as a school.

WCS MISSION STATEMENT:

Western Christian School equips students for a life of faith and learning by providing a Christ-centered educational experience highlighted by four key distinctions: academic excellence, nurturing community, enrichment opportunities, peacebuilding & service.

GENERAL DESCRIPTION:

The Development Assistant works as an administrative assistant to the Development Director with a focus on communication and supports the school as a whole. As part of the Development Team, this position works to ensure that all department goals are met. Duties and responsibilities include but are not limited to campaign coordination, social media strategizing and scheduling, creation of promotional material, event planning and logistics, website updates, and volunteer coordination. The ideal candidate must have passion, creativity, and be a team player.

REQUIRED PERSONAL QUALITIES:

- be a committed Christ-follower
- attend a Christian church regularly
- be a role model in attitude, speech, and actions toward others
- have the spiritual maturity and leadership abilities to align with Western Christian School mission
- exemplify the Fruits of the Spirit and demonstrate additional character qualities such as servant leadership, humility, integrity, courage, enthusiasm, strength, courtesy, flexibility, gratitude, and wellness qualities such as energy, stamina, and endurance
- meet everyday stress with emotional stability, objectivity, and optimism
- refuse to use or circulate confidential information inappropriately



- make an effort to appreciate and understand the uniqueness of the community of Western Christian School.

DEVELOPMENT ASSISTANT RESPONSIBILITIES:

- Assistant to the Development Director:
 - Updating database as needed
 - Supporting and improving fund-raising efforts.
 - Identifying and engaging with support agencies.
 - Distributing public relations and prospect materials
 - Compile and creating folders and marketing materials for constituent meetings
 - Supporting donor acknowledgment
 - Drafting, and editing communications copy and material.
 - Manage donor milestones
- Promotional Materials:
 - As requested by administration:
 - Create all promotional materials and graphics
 - Print promotional materials as needed
 - Ensure all materials are grammatically correct.
 - Ensure all materials have a professional appearance and represent the Christian focus of the school.
 - Update website with time-sensitive information regularly
- Social Media:
 - Under the guidance of administration:
 - Draft and post social media and web content according to the company's social media strategy
 - Maintain multiple account logins and access
 - Ensure all communication represents the Christian focus of the school and the uniqueness of the Western community.
 - Ensure all communication is professionally presented with creativity and cultural sensitivity.
- Event Coordination:
 - Under the guidance of administration:
 - Collaborate with facilities and school administrators to schedule the use of facilities well in advance of events
 - Communicate with event chairs ensuring they have appropriate support
 - Collaborate with the team to outline, assign, and track responsibilities related to the program
- Other duties as requested by administration



SKILLS AND QUALIFICATIONS

- Excellent communication skills and judgment with the ability to maintain privacy and confidentiality
- Fluency with Google suite and Asana
- Experience with graphic design and programs such as Canva.
- Good time-management skills
- Strong interpersonal skills
- Critical thinker and problem-solver
- An eye for detail and knowledge of design fundamentals
- Operates as a self-aware, effective team player and makes a positive impact on culture
- At least two years of experience in an office environment

Preferred:

Experience with WordPress website design

To Apply:

- Complete [Digital General Application](#)
- Introductory Letter
- Resume
- 3 Professional References
- Please forward information to hr@wcspioneers.org