

# CAMPCARL

## Development Assistant

PART TIME • RAVENNA, OHIO

This position is critical to the ministry of Camp Carl and contributes directly to our Purpose of The Great Commission and The Great Commandment and our Mission of being a Christ-Centered, Relationally Focused, and Incredibly Fun Christian Camp!

The Development Assistant supports the Purpose and Mission of Camp Carl by serving to assist the Division Director of Advancement with development, fundraising, and communications-related details. This includes becoming the resident expert in our nonprofit Customer Relationship Management (CRM) software, troubleshooting issues using support and collaboration, helping enter and maintain accurate donor information, improving administrative processes and creating automated workflows to manage tasks for maintaining donor relationships, developing useful queries and reports, coordinating fundraising and related mailings and events, and communicating with donors when administrative assistance or follow-up is needed.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Development and Communications
  - Undergo online and in-house training to become the expert in our nonprofit Customer Relationship Management (CRM) software, Virtuous, to understand and develop useful queries, reports, mail merges, workflow automations, and the camp system for receiving and receipting gifts.
  - Work to create streamlined development and donation workflow and processes from an administrative standpoint, utilizing robust features of software.
  - Work as expert gift processor with high accuracy and work to improve current processes and systems.
  - Affinity for loading and extracting data, as well as making suggestions or adjustments to ensure accuracy and useful processes for the future.
  - Ability to show or train others in using the database well.
  - Merge lists and contacts from related departments into this database to make effective use of CRM software.
  - Ethically handle private financial and other data and preserve data integrity.
  - Help develop and implement data security policies, procedures, and best practices to protect information.
  - Assist with fundraising and communications-related activities, including updating mailing lists, communicating with mailing house, managing event details, and more.
  - Coordinate Camp Carl donations to ministry partners.
  - Timely responsiveness to emails or messages and meeting requests.
  - Ability to establish consistent workday hours to coincide with the Development Director.
- Administrative
  - Ensure secure organization of donor-related files and reports.
  - Solid organizational skills, including multitasking and time management.

- Willingness to submit recommendations for improving processes, software, or communication tools.

## OTHER DUTIES AND RESPONSIBILITIES

- Summarize activities and progress on specific job-related tasks.
- Maintain donor confidentiality, depending on donor desires.
- Utilize software features for Marketing Automation, Events, and Volunteer communication.
- Communicate with database support teams and platforms to troubleshoot issues.
- Engage in year-round staff meetings and activities as much as possible.
- Maintain compliance with Camp Carl's employee policies and procedures.
- Maintain compliance with all state and federal laws and regulatory requirements.
- Perform other duties as required.

## FINANCIAL RESPONSIBILITY

- Adhere to Departmental and Project Budgets (Development, Donor Development, Communications).

## QUALIFICATIONS:

### EDUCATION

- Bachelor's degree in Business Administration, Computer Science, Information Technology, or a related field is preferred but not required.

### EXPERIENCE

- 1-3 years of related experience in database management preferred.

## KNOWLEDGE, SKILLS & ABILITIES

- Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Suite, including Excel, Outlook, Teams, and Word. Ability to learn and develop knowledge in Virtuoso and utilize software features for marketing automations, events, and volunteer communication. Ability to utilize camp software or web-based platforms like LastPass, Bill.com, CircuiTree, and PayCor. Basic internet skills.
- Understanding the Biblical call to generosity and belief in the beauty of asking and receiving.
- Awareness of the importance and expectation of donor confidentiality whenever appropriate (most of the time).
- Ability to communicate professionally and relationally over the phone, in writing, and in person.
- Desire to collaborate and troubleshoot as a team and ability to work independently and ask questions when needed.
- Willing and able to decipher, suggest, and implement solutions to administrative roadblocks or concerns.
- High attention to detail and careful inputting and checking of output.
- Self-motivated individual who is willing to accept coaching and a strong team player willing to utilize online training to develop skills.
- Ability to maintain organized paper and/or digital files of gift-related donor information if needed.
- Ability to investigate and analyze information and draw conclusions.

- Ability to speak, read, and write proficiently in English. Ability to speak clearly and make oneself understood in face-to-face interactions; to articulate with accuracy on the telephone and through e-mail; excellent listening skills.
- Excellent, professional written communication skills.
- Value in building interpersonal skills and relationship-building skills.
- Professionalism in the workplace includes professional and accurate communication with others.
- Excellent organizational skills and ability to multi-task and manage a variety of tasks.

## PHYSICAL DEMANDS

- Ability to work at a laptop and/or desk for 20+ hours a week.
- Ability to move freely throughout camp property when needed.
- Some physical effort is required on a routine basis; the ability to use up to 20 pounds of force regularly and 50 pounds of force occasionally.
- Ability to grasp, push, pull, carry, or otherwise manipulate objects; ability to perform tasks requiring action of muscles or groups of muscles and foot and/or hand-eye coordination.
- Requires some physical agility when onsite, including but not limited to bending for items below or reaching for items above the individual; crawling under desks; stooping, and climbing step stools or ladders.

## WORK ENVIRONMENT

- Works indoors in a normal remote office or camp office environment most of the time.
- Availability to meet by Microsoft Teams or personal cell phone during agreed-upon working hours and as needed in rare cases of development troubleshooting with donations.
- Some exposure to physical risk while at camp working with activities and outdoors.

## OTHER

- Commitment to following Christ and living under biblical principles and teachings, both professionally and personally. Must be able to fully support Camp Carl's Doctrinal Statement.
- An active membership in a church whose spiritual beliefs are aligned with Camp Carl's Doctrinal Statement.
- Commitment to **Camp Carl's Purpose** of The Great Commandment and The Great Commission.
- Commitment to **Camp Carl's Mission** of Inspiring Young People to Follow Jesus
- Commitment to **Camp Carl's Vision** to be a Christ-Centered camp that fans the flame of faith in the next generation, inspiring our community to join in growing God's Kingdom.
- Commitment to **Camp Carl's Strategy** to **Abide in Christ: A – Advance** the Gospel in all we do, pointing to Jesus in every experience with every camper, student, volunteer, or guest. **B – Build** financial strength and partnerships with churches, schools, businesses, and ministries that invest in reaching and discipling young people. **I – Invest** in our programs and facilities to become world-class, expanding ministry opportunities to kids, students, and the next generations of Christ-followers. **D – Disciple** young leaders from childhood through young adulthood to be effective for God's Kingdom today and tomorrow. **E – Enhance** every camper's fun experience while fostering life-changing relationships that last into the next generations.
- Commit to **Camp Carl's Culture** of "How Can I Help?"
- Must demonstrate biennially a clear background check.