LUTHERANS FOR LIFE POSITION DESCRIPTION

TITLE: **Development Assistant**

ROLE DESCRIPTION

The Development Assistant helps grow charitable support for Lutherans For Life by cultivating and stewarding donor relationships, supporting fundraising efforts, developing grant proposals, and assisting with fundraising events under the guidance of the Director of Development.

JOB CLASSFICATION

- Full time, salary.
- Position is remote. Option for hybrid work schedule, if located near the National Office in Nevada, Iowa.

ESSENTIAL CORE VALUES

- Express a zeal and passion for dealing with the life issues that flows from the love of Jesus Christ
- A servant's heart based in the servanthood of Jesus Christ
- A member in good standing of a Lutheran congregation
- A commitment to the Biblical view of marriage and family (As instituted in Genesis 2:24)
- A commitment to the Mission, Message, and Manner of Lutherans For Life as well as all position statements as listed on the Lutherans For Life website

ESSENTIAL FUNCTIONS

- Assist the Director of Development with LFL fundraising efforts, donor communications, and stewardship activities that encourage generosity and strengthen relationships with constituents.
- Assist with the planning, coordination, and implementation of fundraising initiatives, marketing efforts, and organizational events that advance LFL's mission and annual fundraising goals.
- Lead LFL's grant development efforts, including researching funding opportunities, preparing proposals, writing grant applications, tracking opportunities, and completing grant reports.
- Represent Lutherans For Life through travel, donor visits, conferences, exhibiting opportunities, and interactions with individuals, families, congregations, frontline teams, and businesses.
- Collaborate with the development staff and organizational leadership and participate in department meetings, staff retreats, national conferences, and other organizational activities as assigned.
- Pursue continuing education, professional development, and networking opportunities to strengthen knowledge and skills in fundraising, donor relations, marketing, and development.

MARGINAL FUNCTION

- Support the Director of Development in encouraging LFL staff to incorporate fundraising and donor engagement into their roles.
- Participate in cross-departmental projects and initiatives, representing the Development Department and supporting LFL's organizational goals, as needed.
- Assist the Executive Director with researching, writing, editing, and preparing materials that support LFL's mission and ministry priorities.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Lutheran doctrine and networking structure of Lutheran organizations
- The Law and Gospel, God's Word, and Life Issues

Skilled in:

- Interpersonal and communication skills to initiate conversations, build donor relationships, and confidently solicit financial support in support of LFL's mission.
- Proficient in Microsoft Office applications.
- Professional writing skills, with the ability to write clear, engaging communications that build relationships and support fundraising efforts.
- Marketing, communications, and graphic design experience with digital and print materials preferred.

Able to:

- Demonstrate strong organizational skills and attention to detail while managing a multifaceted development job description while also working effectively with the staff, volunteers, foundations and estate planning professionals.
- Collaborate with the Executive Director and Director of Development while independently managing assigned tasks, meeting deadlines, and delivering reliable, accurate work.
- Develop positive relationships with donors and ministry supporters through attentive listening, thoughtful communication, and professional follow-up.
- Travel regularly to build relationships, expand and strengthen LFL's constituent base, and support fundraising and outreach efforts. Required travel may be 2-4 nights per month, as budget permits, and as negotiated with Director of Development.
- Proficiently use digital technology to manage duties and communication with colleagues, constituents, and vendors.
- Work independently and remotely, available during negotiated days and times with supervisor.
- Dependable access to high-speed internet for digital communications, online meetings, and cloud access.
- Work Monday – Friday and be available for collaborative work; occasional weekend work required for travel or events.
- Pass criminal background check.

EDUCATION

- A degree in a relevant field, preferred.

EXPERIENCE

- Experience in non-profit communications, development, or marketing is preferred.
- Ability to communicate effectively with others and write technical or grant-related materials is preferred.
- Demonstrate a working knowledge of Microsoft Office Word, Excel, Outlook, Teams, required.

SALARY AND BENEFITS

- Salary commensurate with the duties of the role
- Health, Dental, Vision, and Basic Life insurance, with optional HSA
- Phone Stipend and work laptop
- Additional benefits available