



## Michigan District, LCMS

<b>Job Title:</b> Administrative Assistant – Business and Development	<b>Reports to:</b> VP – Finance and Director of Development
<b>Reporting Positions:</b> None	<b>Updated:</b> January 2025
<b>Job Description</b>	
<p><b>Position Role:</b> Assist the VP – Finance and Director of Development in all assigned responsibilities through this in-office, full-time position.</p>	
<p><b>Position Responsibilities:</b></p> <p><u>Business Office</u></p> <ul style="list-style-type: none"><li>• Prepare and process routine bookkeeping functions<ul style="list-style-type: none"><li>Receipt vouchers</li><li>Disbursement vouchers</li><li>Journal entries</li></ul></li><li>• Provide backup to the switchboard</li><li>• Purchase supplies and materials for office</li><li>• Manage mailroom supplies</li><li>• Maintain business office filing</li><li>• Accept all responsibilities as assigned by the VP- Finance</li></ul> <p><u>Development Office</u></p> <ul style="list-style-type: none"><li>• Process and Acknowledge Individual Donor Gifts and Pledges</li><li>• Process and Acknowledge Congregation Gifts and Pledges</li><li>• Coordinate Timeline and Materials for Annual Appeals and Other Fundraising Campaigns</li><li>• Grant Research and Follow-up</li><li>• Coordinate Timeline and Materials for Individual Donor and Congregation Stewardship and Annual Ministry Report</li><li>• Data Entry/Retrieval and Reports</li><li>• General support including telephone, supply ordering, preparing presentations and print materials</li><li>• Accept other duties as assigned by the Director of Development</li></ul>	
<p><b>Position Requirements:</b></p> <ul style="list-style-type: none"><li>❖ A personal relationship with Jesus Christ and demonstrated Christian life</li><li>❖ Proficient in Microsoft Word, Excel, PowerPoint, and Outlook</li><li>❖ Preferred experience in Raiser’s Edge NXT, Publisher, and Access</li><li>❖ Highly organized self-starter who can perceive a situation needing attention and can quickly resolve it.</li><li>❖ Ability to work with minimal supervision</li><li>❖ A people sensitive person able to work with others.</li><li>❖ A person who attends to detail and who follows through on projects.</li><li>❖ Excellent written and verbal communications skills</li></ul>	