



**JOB TITLE:** Development and Marketing Assistant

**REPORTS TO:** Director of Community Relations

**RELATES TO:** Director of Community Relations and Director of Development

**FUNCTION:** Provides primary support for the Des Moines Pastoral Counseling Center’s fundraising and marketing activities including database management, special events, communication, workshops promotion, donor cultivation and stewardship.

<b>ESSENTIAL DUTIES:</b>	<b>Percentage of time</b>
<p>1. Development assistance</p> <ul style="list-style-type: none"> <li>• Accurately enters gifts and prepares acknowledgements on a daily basis.</li> <li>• Assists in program management including the annual event preparation and follow up.</li> <li>• Ensures accuracy of data base including address changes, entry of new donors, entry of donor prospect names/lists, additions to donor records, maintenance of mailing lists, etc.</li> <li>• Assists in the training and supervision of database volunteers.</li> <li>• Assists with event logistics and planning.</li> <li>• Relates positively with volunteers and donors.</li> </ul>	50
<p>2. Marketing assistance</p> <ul style="list-style-type: none"> <li>• Creates content, updates and monitors website and social media platforms.</li> <li>• Assists with production of monthly newsletters.</li> <li>• Collaborates with respective instructors to promote educational opportunities.</li> <li>• Provides marketing support for Leader &amp; Spiritual Life.</li> <li>• Assists clinicians with marketing needs including business cards, website bio and headshots.</li> <li>• Posts and promotes open job opportunities with the Center.</li> <li>• Represents the Center in the community, such as the Contacts and Contracts group through Urbandale Chamber.</li> <li>• Other duties as needed such as updating the board of directors contact and bios.</li> </ul>	50

**MINIMUM EDUCATION AND EXPERIENCE:**

- Prefer bachelor’s degree in related field and a minimum of three years of comparable work experience.
- Excellent oral and written communication and interpersonal skills
- Passion for ensuring positive and respectful donor relations
- Working mastery of computer programs including: Microsoft Word, Power Point and Excel, and familiarity with Sales Force.

**REQUIRED COMPETENCIES**

**CUSTOMER SERVICE:** Demonstrates concern for meeting internal and external customer needs in a manner that provides satisfaction. Anticipates additional needs of the customer beyond their current use of Des Moines Pastoral Counseling Center’s services. Understands and finds solutions within the limits of what is available. Can solve problems with minimal disruption. Communicates openly and directly. Able to change communication style according to the needs of the audience and the situation.

**TEAMWORK:** Able to gain cooperation from others and work collaboratively toward solutions which generally benefit all involved parties. Proactively identifies opportunities to assist others and ensures that information is communicated accurately and timely to all necessary parties. Behaves honestly and

ethically. Communicates openly and directly. Able to change communication style according to the needs of the audience and the situation.

**PLANNING AND ORGANIZING:** Establishes a systematic course of action to accomplish specific objectives. Determines priorities and uses time effectively. Completes the workload required of the position. Able to change priorities according to the work load and asks for assistance as appropriate.

**ACHIEVEMENT ORIENTATION:** Self-starting. Independently demonstrates a desire to set and meet objectives, to find a better or more efficient way to do things, and to compete against a self-defined standard of excellence.

**SELF CONFIDENCE:** Demonstrates a strongly positive image of self and own abilities, and a willingness to exercise and trust one's independent judgment.

**EXPERTISE (Technical or Procedural):** Possesses specialized knowledge or skills to accomplish a result. Picks up on technical things quickly; is good at learning new skills. Often referred to as a quick learner.

**ATTENTION TO DETAIL:** Thorough in accomplishing a task. Accurately completes all areas involved no matter how small.

**SPECIAL REQUIREMENTS:**

Ability to maintain confidentiality of all Des Moines Pastoral Counseling Center business and activities on and off of the job.

**LICENSES:** n/a

**JOB CLASSIFICATION:** .5 FTE, Non-Exempt

**HOURLY WAGE:** \$18

**OVERTIME EXEMPT:** no

**EXPOSURE CONTROL CATEGORY:** n/a

To apply, please email cover letter and resume by December 18, 2020 to:

Terri Speirs, Director of Community Relations  
tspeirs@dmpcc.org